



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

**ESSEX BOARD OF EDUCATION**

Via Google Meet  
**Dial +1 (224) 585-3925**  
**PIN: 447 022 839#**  
Nov. 12, 2020 @ **7:00 p.m.**

**AGENDA**

To: Members of the Essex Board of Education  
Subject: **Essex Board of Education** meeting **Thursday, November 12, 2020**  
Time: Board meetings begin promptly at **7:00 p.m.**  
Place: **Via Google Meet – To listen remotely please dial (US)+1 (224) 585-3925 PIN: 447 022 839#**  
(We kindly ask that you **please mute your phone immediately** upon connecting to the meeting as this will improve the audio quality for all participants. Google Meet may do this automatically, depending on the number of people already connected to the call. If so, pressing **\*6** will unmute your phone when it's time to speak)

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

Mission Statement

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

**1. Call to order 7:00 p.m. –**

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

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

Vice-Chairman

Secretary

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

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

3.1. Minutes from the special meeting of September 21, 2020 (*encl #1*)

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

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

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

**5. Reports and Other Items:**

5.1. Superintendent's Report – *B. White*

a. District update

b. Information and communication

- 5.2. Assistant Superintendent's Report – *K. Martineau*
  - a. General Update
  - b. Grants Update (*encl #3*)
  - c. Presentation of 2018-19 Performance Profile Report for EES (*encl #4*)

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

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

5.5. Principal's Update (as needed) – *J. Tousignant*

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

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

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

- b. Supervision District Committee update – *L. Seidman*

- c. Other committee reports

- c.1 LEARN Committee update – *TBD*

- c.2 Discussion regarding any Pending Policies – *standing item*

None pending

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

7. **Future agenda items**

- 7.1. Next Joint BOE meeting is December 03, 2020 @ 7:00 p.m.
- 7.2. Next Essex BOE regular meeting is Jan 14, 2021 @ 7:00 p.m. (if proposed mtg. calendar approved by Joint BOE on Dec. 3)

8. **Adjournment**



**Regional School District 4**  
**Chester – Deep River – Essex – Region 4**  
**Boards of Education Committees – School Year 2020-21 (Updates in Progress)**

Joint BOE Standing Committees (standing committees have regularly scheduled meetings)			
*Joint PK-12 Policy Sub-Committee	R4(Sandmann/Clymas) CH(Bernardoni/Scherber) DR(TBD /Campbell) ES (Seidman/McCluskey)		
*Joint PK-12 Curriculum Sub-Comm.	R4(Cavanaugh/Stack) CH(Bibbiani/Fearon) DR(T.Dickson/Grunko) ES(Johnston/Sweet)		
*Joint PK-12 Finance Sub-Committee	R4 (Clark/Daniels; Stack Alt.) CH (Pollock/Englert) DR (Hallden/Lewis/Maikowski Alt.) ES (Seidman/Watson)		
Supervision District Committee (2 yr terms end in Nov. of the year listed after each name)	R4 (Sandmann 21 / Cavanaugh 21 / Stack 21) CH (Fearon 21 /Fitzgibbons 21 / Englert 21) DR (Weglarz 21 / Ferretti 21 / Morrissey 21) ES (Fitton 21 /McCluskey 21 / Seidman 21)		
Joint Ad Hoc Committees (ad hoc committees meet for a designated period or as needed)			
Personnel & Negotiations		Contract duration	Initiate negotiations
- Joint BOE Teacher negotiations	R4 (Daniels/Clymas/Fitton.) CH (TBD/Englert Alt.) DR (Morrissey/Weglarz Alt.) ES (Fitton/Watson)	Expires 7/2022	6/2021
- Joint BOE Administrator negotiations	Same as ABOVE for Teacher negotiations	Expires 7/2023	9/2022
- Joint BOE Paraeducator negotiations	Same as BELOW for Net Tech et al.	Expires 7/2020	3/2020
- Joint BOE NetTechs et al negotiations (ElemSec/Elem Nurses/ElemNetTech/R4NetTEch/ElemCustodians)	R4 (Daniels/Clymas/Fitton) CH (Fitzgibbons, TBD) DR (Campbell/Ferretti Alt.) ES (Fitton/Watson)	Expires 7/2021	3/2021
- Cafeteria (all schools)		Expires 7/2020	3/2020
Public Relations & Community Outreach	R4(TBD/TBD), CH (Bibbiani), ES (Seidman), DR (Wegalarz/TBD)		
Technology	R4(TBD), CH(Englert), ES (Seidman), DR (TBD)		
School Calendar	R4(TBD/Daniels), CH (Englert), ES (McCluskey), DR (Weglarz)		
LEARN Joint BOE representative(s)	R4(TBD; Cavanaugh Alt.), CH(Bernardoni), ES(TBD), DR(TBD)		
School Security Advisory Committee	R4(Fitton/Weglarz/Cavanaugh), CH(Greenberg-Ellis, Bibbiani), DR(Weglarz), ES(Fitton)		
Tuition Committee	R4(TBD), CH (TBD), DR (Morrissey), ES (McCluskey/Seidman Alt.))		
RFP Transportation Bid Review	R4(Clymas/Daniels/Fitton), CH (Englert), DR (Weglarz), ES (Seidman/Fitton)		
RFP Legal Bid Review	R4(Clymas/Daniels/Fitton), CH (Bibbiani), DR (Weglarz), ES (Seidman/Fitton)		
Wellness Committee (Food Services)	R4(TBD), CH (Scherber), DR(Weglarz), ES(TBD)		
Individual BOE Ad Hoc Committees (ad hoc committees meet for a designated period or as needed)			
Chester BOE			
Facilities	Englert		
Internal Marketing	TBD		
PTO	Greenberg-Ellis		
CATV Advisory Council (Cable TV)	For Discussion		
Deep River BOE			
Facilities	Morrissey/Ferretti		
PTO	rotating		
School Improvement Team	Weglarz		
CATV Advisory Council (Cable TV)	TBD		
Essex BOE			
Building	Seidman		
PTO	Rotating		
School Improvement Team	TBD		
Essex Foundation	McCluskey / Fitton		
Communications	Rotating		
CATV Advisory Council (Cable TV)	Fitton		
Region 4 BOE			
Personnel & Negotiations		Contract duration	Initiate negotiations
▪ R4 Secretaries/Nurses	Clymas/Daniels/Fitton	Expires 7/2020	3/2020
▪ R4 Custodians	ClymasDaniels/Fitton	Expires 7/2021	3/2021
R4 Audit & Finance	TBD/TBD		
R4 Financial Task Force	Sandmann/Clark/Daniels/Clymas		
School Improvement Team	TBD/TBD/TBD		
R4 Grounds and Buildings Maintenance and Oversight Committee	Sandmann/Weglarz/TBD		
R4 Building Committee	TBD/TBD		
R4 Educational Foundation	TBD		
Region 4 Extra compensation points committee	Clymas/Fitton/Daniels (only 1 rep needed)		
Public Relations & Outreach	TBD		
R4 Safety	TBD		
R4 Facilities Study Committee	TBD		

# 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.

<b>Loretta McCluskey, Secretary</b>	2023	<b>Cassandra Sweet</b>	2025	<b>Lon Seidman, Chair</b>	2021
<b>Nancy Johnston</b>	(appt. to fill vacancy until Nov. '21) 2021	<b>Mark Watson</b>	(appt. to fill vacancy until Nov. '21) 2021	<b>DG Fitton, Vice-Chair</b>	2021
	(for term ending 2023)		(for term ending 2025)		

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

We are assisted in the meeting by our school administration:

**Brian J. White**, Superintendent of Schools, Region 4  
**Kristina Martineau, Ed.D.**, Assistant Superintendent

**Jennifer Tousignant**, Principal  
**Kelly Sterner**, Finance Director

## 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](http://www.reg4.k12.ct.us)).

## EXECUTIVE SESSION:

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

## SPECIAL MEETINGS:

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

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

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

**ESSEX BOARD of EDUCATION**

**Date:** September 21, 2020

**Special Meeting – REMOTE MEETING held**

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

<b>Attendance:</b>	Lon Seidman	√	<b><u>Administration:</u></b>	<b><u>Others:</u></b>
(√ = attended)	DG Fitton		Brian White	√
	Mark Watson		Kristina Martineau	√
	Cassandra Sweet	√	Jennifer Tousignant	√
	Nancy Johnston	√	Sarah Smalley	√
	Loretta McCluskey	√	Kelly Sterner	√

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

**Consent Agenda**

On motion duly made and seconded, the board unanimously VOTED to approve the consent agenda consisting of the minutes of the special meetings of June 10; August 14th; and August 20th, 2020 and the items from the consent agenda of the June 30th, 2020 Joint BOE meeting where the Essex BOE did not have a quorum, consisting of the minutes of the Joint BOE regular meeting of February 20, 2020 and the Joint BOE special meeting of April 30, 2020, as well as the accounts payable report.

**Items/Discussion:**

**Superintendent’s Report**

Superintendent White reminded everyone that our districts are still committed to working towards a full reopening just after Columbus Day. He will be sending out a communication regarding what to expect for this planned transition.

**Finance Office Report**

Finance Director Kelly Sterner reviewed her board enclosures (#7 - #12) and answered questions from Board members.

**Possible Action Items:**

There was a discussion regarding the need for extra custodial support, due to cleaning protocols related to COVID-19 and a related request to transfer funds to cover this cost as presented in enclosure #13

On motion duly made and seconded, the board unanimously VOTED to approve the requested transfers in the amount of \$11,200, as presented in enclosure #13, to provide for extra custodial support due to COVID-19 related cleaning needs.

On motion duly made and seconded, the board unanimously VOTED to approve the transfer of unexpended 2019-20 funds in the amount of \$38,388.28 to pay for the 2019-20 end of year deficit in the cafeteria fund as presented in enclosure #8.

**Public Comment:** A citizen introduced herself and shared that her son is a new kindergartner at Essex Elementary. She also shared that they recently moved to Essex from NYC and she is very impressed with everything the district is doing.

**ADJOURNMENT:**

On motion duly made and seconded, the Board unanimously VOTED to adjourn at approx. 7:40 p.m.

old encl attached  
to minutes for  
approval

Transfer Request 9/21/2020 Temp Custodial Hire - Additional Cleaning due to COVID

2020-2021

Account #	Object	Description	Amount	Account #	Object	Description	Amount
311231	5113	Teacher Salaries	\$ 11,200	326001	5115	Custodial Salaries	\$11,2
		Total	\$ 11,200			Total	\$11,2

To provide funding for hire of temp full-time (40 hrs/week) through December 22, 2020. Requested based on necessary additional cleaning duties related to COVID

Encl #8

old encl attached to  
minutes for approval

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

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

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



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

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

July 28, 2020

To: Brian White, Superintendent of Schools

From: Kelly Sterner, Finance Director

RE: Essex Cafeteria Fund fiscal year end results

Attachment 1 is the revenue and expenditure report for the Essex cafeteria for the fiscal year July 1, 2019 through June 30, 2020. The net results for the year was a deficit of \$55,488. There are a number of items contributing to the deficit. These include:

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

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

The deficit has been funded through a decrease in cash balances, increased accounts payable, but primarily by an increase in the amount that the café fund owes the Town fund (aka the Due To/Due From accounts). The drawdown of cash balances may require a request for short term funding from the Town which will allow us to keep the Grab-n-Go program going and buy inventory for the start of school in the Fall. Here is the running balance between the café fund and Town fund as of June 30<sup>th</sup>:

	Balance due from Café to Town Fund
End of year balance as of 6/30/19	\$ 3,518.01
Fiscal year 2019-2020 deficit	<u>\$34,870.27</u>
End of year balance as of 6/30/20	\$38,388.28

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



Attachment 1

Essex ES 2019-2020															July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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Eligible - Full Pay																	256	261	260	260	261	258	259	259	259	2,592																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Total Enrollment															0	329	330	329	329	326	325	324	327	327	327	3,271																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Breakfast - Free meals served																	186	240	228	106	210	142	57	939	1,112	1,013	4,233																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
Breakfast - Reduced meals served																	26	28	35	19	10	11	6	0	0	0	135																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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Lunch - Free meals served																	639	785	671	461	750	672	323	939	1,112	1,013	7,365																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
Lunch - Reduced meals served																	213	181	137	84	115	93	51	0	0	0	874																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
Lunch - Full Pay meals served																	1,662	1,894	1,748	1,279	2,020	1,818	890	0	0	0	11,311																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
Total Meal Count															0	2,879	3,299	2,985	2,035	3,331	2,913	1,402	1,878	2,224	2,026	24,972																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Miscellaneous Income															\$	-	\$	23	\$	-	\$	-	\$	60	\$	-	\$	277	\$	360																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
Café Lunch Cash Sales															\$	556	\$	6,089	\$	5,842	\$	7,104	\$	3,289	\$	7,882	\$	1,166	\$	4,112	\$	121	\$	108	\$	319	\$	42,588																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
State & Fed Grants - Claims breakfast															\$	-	\$	430	\$	538	\$	525	\$	251	\$	472	\$	333	\$	1,566	\$	1,728	\$	2,046	\$	1,864	\$	9,753																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
State & Fed Grants - Claims lunch															\$	-	\$	3,352	\$	3,828	\$	3,260	\$	2,234	\$	3,550	\$	3,153	\$	2,311	\$	3,202	\$	3,792	\$	3,454	\$	32,136																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
State & Fed Grants - 6 Cent															\$	-	\$	176	\$	200	\$	179	\$	128	\$	202	\$	181	\$	118	\$	66	\$	78	\$	71	\$	1,398																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
State & Fed Grants - Healthy Foods															\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,443	\$	-	\$	-	\$	939	\$	-	\$	-	\$	2,382																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
State & Fed Grants - CN State Match															\$	-	\$	-	\$	-	\$	-	\$	660	\$	-	\$	-	\$	295	\$	-	\$	-	\$	-	\$	1,251																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
State & Fed Grants - State School Breakfast															\$	-	\$	-	\$	2,867	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	2,867																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
USDA commodities															\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	8,597	\$	8,597																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
Transfer In															\$	-	\$	-	\$	35,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	35,000																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
Total Revenue															\$	556	\$	10,070	\$	48,275	\$	11,067	\$	6,562	\$	13,549	\$	10,833	\$	8,462	\$	6,352	\$	6,301	\$	14,305	\$	136,332																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
Administrator Salary															\$	1,462	\$	3,194	\$	1,462	\$	1,170	\$	1,170	\$	1,755	\$	1,170	\$	1,170	\$	1,170	\$	1,170	\$	1,170	\$	17,525																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
Secretary Salary															\$	29	\$	794	\$	637	\$	600	\$	510	\$	689	\$	540	\$	532	\$	475	\$	475	\$	475	\$	5,755																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
Food Service Salary															\$	-	\$	4,760	\$	5,069	\$	5,779	\$	4,674	\$	7,402	\$	4,776	\$	5,173	\$	4,616	\$	4,916	\$	4,616	\$	51,781																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
Sub Sec'y Caf�															\$	-	\$	139	\$	55	\$	105	\$	333	\$	250	\$	905	\$	157	\$	-	\$	-	\$	-	\$	1,943																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
OT Cafeteria Salary															\$	-	\$	1,295	\$	51	\$	178	\$	265	\$	32	\$	127	\$	242	\$	-	\$	-	\$	95	\$	2,286																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
Total Salaries															\$	81971	\$	1,462	\$	3,222	\$	8,451	\$	7,273	\$	7,831	\$	6,951	\$	10,128	\$	7,518	\$	7,274	\$	6,261	\$	6,561	\$	6,356	\$	79,289																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Health Insurance															\$	33378	\$	2,427	\$	3,897	\$	3,705	\$	3,705	\$	3,705	\$	3,705	\$	3,705	\$	3,705	\$	3,705	\$	3,705	\$	3,705	\$	35,966																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
Life Insurance															\$	200	\$	13	\$	16	\$	14	\$	14	\$	14	\$	14	\$	14	\$	14	\$	14	\$	14	\$	14	\$	144																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
MERF															\$	12389	\$	201	\$	305	\$	1,040	\$	991	\$	1,061	\$	909	\$	1,356	\$	908	\$	977	\$	860	\$	901	\$	873	\$	10,381																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Fica/Medicare															\$	6271	\$	109	\$	167	\$	591	\$	481	\$	528	\$	463	\$	703	\$	504	\$	485	\$	408	\$	431	\$	415	\$	5,284																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Total Benefits															\$	52238	\$	310	\$	472	\$	4,071	\$	5,385	\$	5,308	\$	5,091	\$	5,779	\$	5,131	\$	5,182	\$	4,987	\$	5,061	\$	5,007	\$	51,776																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Total Salary & Benefit Cost															\$	134209	\$	1,772	\$	3,695	\$	12,521	\$	13,140	\$	12,042	\$	15,908	\$	12,649	\$	12,456	\$	11,248	\$	11,612	\$	11,363	\$	131,065																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
Repairs & Maintenance															\$	-	\$	1,750	\$	-	\$	-	\$	-	\$	-	\$	-	\$	75	\$	-	\$	-	\$	-	\$	-	\$	1,825																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
All - Supplies / Energy															\$	190	\$	747	\$	563	\$	523	\$	299	\$	512	\$	374	\$	256	\$	1,595	\$	442	\$	-	\$	-	\$	5,501																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
USDA Donations															\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	8,597																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
General Supplies															\$	2,271	\$	5,816	\$	5,702	\$	3,259	\$	3,870	\$	6,430	\$	4,150	\$	1,689	\$	4,508	\$	2,543	\$	2,926	\$	43,164																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
All - Other Misc. Expense															\$	699	\$	223	\$	236	\$	41	\$	60	\$	63	\$	115	\$	29	\$	45	\$	-	\$	-	\$	158	\$	1,669																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
Other Objects															\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Total Product Cost															\$	-	\$	3,160	\$	8,536	\$	6,501	\$	3,823	\$	4,229	\$	7,005	\$	4,639	\$	2,049	\$	6,148	\$	2,985	\$	11,681	\$	60,755																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
Total Product, Salary & Benefit Costs															\$	1,772	\$	6,855	\$	21,057	\$	19,160	\$	16,963	\$	16,271	\$	22,913	\$	17,288	\$	14,504	\$	17,996	\$	14,597	\$	23,044	\$	191,820																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
Profit (Loss)															\$	(1,772)	\$	(6,299)	\$	(10,987)	\$	29,115	\$	(5,895)	\$	(9,709)	\$	(9,364)	\$	(6,455)	\$	(6,043)	\$	(11,045)	\$	(8,296)	\$	(8,738)	\$	(55,488)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
Operating Days															2	19	21	18	15	21	18	21	21	20	13	189																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Lunch Participation															#DIV/0!	40.2%	41.3%	43.2%	37.3%	42.3%	44.3%	18.4%	13.7%	17.0%	23.8%	3.2%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Breakfast Participation															#DIV/0!	5.8%	6.3%	7.2%	4.3%	6.5%	5.7%	2.0%	13.7%	17.0%	23.8%	0.9%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Meals Product Cst															#DIV/0!	\$	2.96	\$	1.97	\$	1.28	\$	2.10	\$	1.59	\$	1.46	\$	3.27	\$	1.34	\$	5.77																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
Labor/Meal															#DIV/0!	\$	4.35	\$	3.84	\$	4.40	\$	5.92	\$	4.78	\$	5.99	\$	5.22	\$	5.61																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
unpaid lunch balances - monthly value															#DIV/0!	\$	7.31	\$	5.81	\$	5.68	\$	8.00	\$	5.93	\$	10.35	\$	9.26	\$	6.56	\$	11.37																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
lunch account balances- monthly value																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
Month End Checking Account Balance																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									

notes

## Attachment 2

## School Shutdown Meal counts

7810

7834

15644

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

# Attachment 2-continued

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

**Essex Board of Education  
FY 2019-2020**

Transfer Request 9/21/2020 Cafeteria fye deficit

FROM		Description		Amount		Account #		Object		Description		Amount	
Account #	Object	Description		Amount		Account #		Object		Description		Amount	
326001	5115	Custodial Salaries		\$ 16,939		36161001		5118		Food Service/Cafeteria Salaries		\$38,388	
311151	5123	Substitute Teachers		\$ 21,449									
		Total		\$ 38,388						Total		\$38,388	

Funding necessary to eliminate the Due From deficit between Essex operating budget and the Essex school lunch fund for fy 2019-2020

Encl #2

BoE ✓



10/23/2020 14:11  
9781dpea

REGIONAL SCHOOL DIST # 4  
AP CHECK RECONCILIATION REGISTER

1  
apchkrcn

FOR CASH ACCOUNT: 3000

1040

2020-21 Budget

FOR: Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
69334	10/28/2020	PRINTED	005794 ADAMS HOMETOWN MARKETS	19.63			
69335	10/28/2020	PRINTED	002467 ALLSTON SUPPLY CO INC	537.21			
69336	10/28/2020	PRINTED	002836 AMAZON/SYNCE	141.87			
69337	10/28/2020	PRINTED	005835 CITIZENS BANK - HEALTH B	85,260.00			
69338	10/28/2020	PRINTED	002849 CURTIN MOTOR LIVERY, INC.	2,720.00			
69339	10/28/2020	PRINTED	006719 EVERSOURCE	81.93			
69340	10/28/2020	PRINTED	006809 FOLLETT SCHOOL SOLUTIONS	113.26			
69341	10/28/2020	PRINTED	002550 GIROUX LANDSCAPING, LLC	1,800.00			
69342	10/28/2020	PRINTED	003488 GLOBAL EQUIPMENT CO. INC.	5,698.19			
69343	10/28/2020	PRINTED	002506 GRAINGER	507.27			
69344	10/28/2020	PRINTED	006420 HEINEMANN WORKSHOPS	635.00			
69345	10/28/2020	PRINTED	008073 INTENSIVE EDUCATION ACADE	23,678.04			
69346	10/28/2020	PRINTED	003086 JW PEPPER & SON, INC	15.49			
69347	10/28/2020	PRINTED	005959 LEAF	1,683.81			
69348	10/28/2020	PRINTED	005080 MCKESSON MEDICAL	213.77			
69349	10/28/2020	PRINTED	002743 OLSEN'S SANITATION CO., L	3,622.50			
69350	10/28/2020	PRINTED	002264 SCHOOL HEALTH CORPORATION	298.69			
69351	10/28/2020	PRINTED	002267 SCHOOL SPECIALTY	1,107.24			
69352	10/28/2020	PRINTED	006624 SOUTHERN CONNECTICUT GAS	1,108.08			
69353	10/28/2020	PRINTED	004016 STEWART'S MUSIC LLC	296.15			
69354	10/28/2020	PRINTED	006542 THE FOUNDATION SCHOOL	7,600.00			
69355	10/28/2020	PRINTED	002436 TREASURER REGIONAL SCHOOL	3,667.93			
69356	10/28/2020	PRINTED	002518 TREASURER SUPERVISION DIS	188,049.78			
69357	10/28/2020	PRINTED	002297 W.B.MASON	533.99			
69358	10/28/2020	PRINTED	002297 W.B.MASON	7,694.40			
25 CHECKS				337,084.23			
CASH ACCOUNT TOTAL					.00		

BOE V



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apchkrch

10/27/2020 08:32 REGIONAL SCHOOL DIST # 4  
9781dpea AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000 1040

FOR: Uncleared

CHECK # CHECK DATE TYPE VENDOR NAME CLEARED BATCH CLEAR DATE

CLEARED

693359 10/28/2020 PRINTED 002836 AMAZON/SYNCE 325.05  
693360 10/28/2020 PRINTED 002849 CURTIN MOTOR LIVERY, INC. 4,752.00  
693361 10/28/2020 PRINTED 002197 ESSEX HARDWARE CO 31.02  
693362 10/28/2020 PRINTED 002506 GRAINGER 270.26  
693363 10/28/2020 PRINTED 008164 MCCORMICK'S GROUP, LLC 1,279.99  
693364 10/28/2020 PRINTED 006563 TEACHERS COLLEGE READING 400.00

6 CHECKS CASH ACCOUNT TOTAL

7,058.32 .00

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REGIONAL SCHOOL DIST # 4  
AP CHECK RECONCILIATION REGISTER

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FOR CASH ACCOUNT: 3000

1040

FOR: Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
69334	10/28/2020	PRINTED	ADAMS HOMETOWN MARKETS	19.63			
69335	10/28/2020	PRINTED	002467 ALLSTON SUPPLY CO INC	537.21			
69336	10/28/2020	PRINTED	002836 AMAZON/SYNCE	141.87			
69337	10/28/2020	PRINTED	005835 CITIZENS BANK - HEALTH B	85,260.00			
69338	10/28/2020	PRINTED	002849 CURTIN MOTOR LIVERY, INC.	2,720.00			
69339	10/28/2020	PRINTED	006719 EVERSOURCE	81.93			
69340	10/28/2020	PRINTED	006809 FOLLETT SCHOOL SOLUTIONS	113.26			
69341	10/28/2020	PRINTED	002550 GIROUX LANDSCAPING, LLC	1,800.00			
69342	10/28/2020	PRINTED	003488 GLOBAL EQUIPMENT CO. INC.	5,698.19			
69343	10/28/2020	PRINTED	002506 GRAINGER	507.27			
69344	10/28/2020	PRINTED	006420 HEINEMANN WORKSHOPS	635.00			
69345	10/28/2020	PRINTED	008073 INTENSIVE EDUCATION ACADE	23,678.04			
69346	10/28/2020	PRINTED	003086 JW PEPPER & SON, INC	15.49			
69347	10/28/2020	PRINTED	005959 LEAF	1,683.81			
69348	10/28/2020	PRINTED	005080 MCKESSON MEDICAL	213.77			
69349	10/28/2020	PRINTED	002743 OLSEN'S SANITATION CO., L	3,622.50			
69350	10/28/2020	PRINTED	002264 SCHOOL HEALTH CORPORATION	298.69			
69351	10/28/2020	PRINTED	002267 SCHOOL SPECIALTY	1,107.24			
69352	10/28/2020	PRINTED	006624 SOUTHERN CONNECTICUT GAS	1,108.08			
69353	10/28/2020	PRINTED	004016 STEWART'S MUSIC LLC	296.15			
69354	10/28/2020	PRINTED	006542 THE FOUNDATION SCHOOL	7,600.00			
69355	10/28/2020	PRINTED	002436 TREASURER REGIONAL SCHOOL	3,667.93			
69356	10/28/2020	PRINTED	002518 TREASURER SUPERVISION DIS	188,049.78			
69357	10/28/2020	PRINTED	002297 W.B.MASON	533.99			
69358	10/28/2020	PRINTED	002297 W.B.MASON	7,694.40			
25 CHECKS CASH ACCOUNT TOTAL				337,084.23	.00		





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REGIONAL SCHOOL DIST # 4  
|AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000  
CHECK # CHECK DATE TYPE

FOR: Uncleared  
CASH ACCOUNT: 3000  
VENDOR NAME 1040  
2020-21 Budget

CHECK # CHECK DATE TYPE

69310	10/14/2020	PRINTED	006432	A&A OFFICE SYSTEMS, INC	407.29		
69311	10/14/2020	PRINTED	002539	ALL WASTE, INC.	783.03		
69312	10/14/2020	PRINTED	002836	AMAZON/SYNCH	274.16		
69313	10/14/2020	PRINTED	006187	CLASSROOM PRODUCTS LLC	4,347.10		
69314	10/14/2020	PRINTED	002155	CONNECTICUT WATER CO	853.50		
69315	10/14/2020	PRINTED	006771	CT SOLAR LEASE 2, LLC	2,692.80		
69316	10/14/2020	PRINTED	002164	DECKER EQUIPMENT	62.98		
69317	10/14/2020	PRINTED	006719	EVERSOURCE	38.46		
69318	10/14/2020	PRINTED	006809	FOLLETT SCHOOL SOLUTIONS	37.37		
69319	10/14/2020	PRINTED	006678	FRONTIER	94.52		
69320	10/14/2020	PRINTED	002550	GIROUX LANDSCAPING, LLC	900.00		
69321	10/14/2020	PRINTED	002506	GRAINGER	790.29		
69322	10/14/2020	PRINTED	002150	GUMDROP BOOKS	3,168.09		
69323	10/14/2020	PRINTED	003086	JW PEPPER & SON, INC	1,037.79		
69324	10/14/2020	PRINTED	002329	LEARN	45.00		
69325	10/14/2020	PRINTED	005254	LEARNING A-Z	745.30		
69326	10/14/2020	PRINTED	002769	MAGAZINE SUBSCRIPTION SER	322.69		
69327	10/14/2020	PRINTED	003291	PIONEER VALLEY EDUCATIONA	231.00		
69328	10/14/2020	PRINTED	002267	SCHOOL SPECIALTY	916.19		
69329	10/14/2020	PRINTED	006544	SHORELINE READING, INC.	2,030.00		
69330	10/14/2020	PRINTED	006542	THE FOUNDATION SCHOOL	7,600.00		
69331	10/14/2020	PRINTED	005776	THERMOMEDICS, LLC	4,652.00		
69332	10/14/2020	PRINTED	002297	W.B.MASON	140.94		
69333	10/14/2020	PRINTED	002587	WALTHAM SERVICES, INC	99.00		

24 CHECKS CASH ACCOUNT TOTAL 32,269.50

.00



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REGIONAL SCHOOL DIST # 4  
AP CHECK RECONCILIATION REGISTER

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FOR CASH ACCOUNT: 3000 1040

FOR: Uncleared

CHECK # CHECK DATE TYPE VENDOR NAME 2020-2021 Budget

UNCLEARED CLEARED BATCH CLEAR DATE

69291	09/30/2020	PRINTED	002836	AMAZON/SYNCE	638.85			
69292	09/30/2020	PRINTED	002323	ESSEX PRINTING	106.10			
69293	09/30/2020	PRINTED	006719	EVERSOURCE	78.25			
69294	09/30/2020	PRINTED	008165	FLUTE AIR SHIELD	190.00			
69295	09/30/2020	PRINTED	006809	FOLLETT SCHOOL SOLUTIONS	705.63			
69296	09/30/2020	PRINTED	002158	HEINEMANN PUBLISHING	475.22			
69297	09/30/2020	PRINTED	003086	JW PEPPER & SON, INC	454.74			
69298	09/30/2020	PRINTED	002569	NEW ENGLAND MAINTENANCE D	634.60			
69299	09/30/2020	PRINTED	004743	READ NATURALLY	690.00			
69300	09/30/2020	PRINTED	006292	SCHOLASTIC INC	1,612.77			
69301	09/30/2020	PRINTED	002267	SCHOOL SPECIALTY	453.78			
69302	09/30/2020	PRINTED	002267	SCHOOL SPECIALTY	536.21			
69303	09/30/2020	PRINTED	006624	SOUTHERN CONNECTICUT GAS	958.03			
69304	09/30/2020	PRINTED	002432	STAPLES BUSINESS ADVANTAG	195.22			
69305	09/30/2020	PRINTED	005780	TOLEDO PHYSICAL EDUCATION	141.95			
69306	09/30/2020	PRINTED	002436	TREASURER REGIONAL SCHOOL	872.57			
69307	09/30/2020	PRINTED	002297	W.B.MASON	208.82			
69308	09/30/2020	PRINTED	005105	WB MASON	92.97			

18 CHECKS

CASH ACCOUNT TOTAL

9,045.71

.00

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09/30/2020 08:36 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
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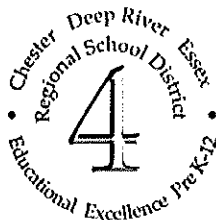
69290	09/30/2020	PRINTED	002467 ALLSTON SUPPLY CO INC	9,228.55			
		1 CHECKS	CASH ACCOUNT TOTAL	9,228.55			.00

# REGIONAL SCHOOL DISTRICT NO. 4

## CHESTER • DEEP RIVER • ESSEX

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

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



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

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

TO: Brian J. White, Superintendent of Schools  
FROM: Kristina Martineau, Ed.D., Assistant Superintendent of Schools  
DATE: November 3, 2020  
SUBJECT: Essex School District Grants for 2020-2021

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

Grant	Allocation Amount	Allocation Expenditure
Coronavirus Relief Funds	\$168,569 (pending CSDE approval)	*must be expended by 12/30/2020 <b>Academic Personnel:</b> \$15,000 for building substitute <b>Cleaning/PPE/Health/Safety Personnel:</b> \$14,868 temporary custodian <b>Cleaning/PPE/Health/Safety Non-Personnel:</b> \$168,569 for cleaning equipment and supplies, hand sanitizer stations and sanitizer, water bottle filling stations, tents, masks, plexiglass, microphones, web cameras, picnic tables, touchless faucets and touchless flushers, etc.
ESSER The Elementary and Secondary School Emergency Relief Fund	\$14,016	Instructional support for students during staff absences related to Covid-19 (building substitute for additional 53 school days beyond December 2020)
Title I	\$17,256	Salary for staff supporting math instruction: .5 math paraeducator (\$10,583)  Supplemental books to expand K-6 leveled libraries for reading workshop and supplemental math resources to support students. (\$6,673)
Title II	\$5,943	Professional development services for math coach and elementary teachers K-6 to improve mathematics instruction for students.  Professional development services for ELA coach and elementary teachers K-6 to improve reading instruction for students.  Professional development to support administrator growth in the area of instructional coaching to improve teaching and learning.
Title III	\$1,066	Supplemental texts, including online texts, to support the language development needs of English language learners in the reading workshop model and with one-on-one reading language instruction with our instructional coaches.
Title IV	\$10,000	Funds will be utilized to purchase online resources to support blended learning and technology integration approaches in grades K-6.

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



## Essex Elementary School Essex School District

860-767-8215 • <http://www.reg4.k12.ct.us>

### School Information

Grade Range  
EnrollmentPK-6  
332

### Community Information

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

### Contents

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

### Notes

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

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

For district totals, please see the district profile.

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

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

### Students

#### October 1, 2018 Enrollment

	Count	School Percent of Total (%)	District Percent of Total (%)
Female	156	47.0	46.6
Male	176	53.0	53.4
American Indian or Alaska Native	0	0.0	0.0
Asian	*	*	*
Black or African American	*	*	*
Hispanic or Latino of any race	24	7.2	7.2
Native Hawaiian or Other Pacific Islander	0	0.0	0.0
Two or More Races	19	5.7	5.7
White	281	84.6	84.8
English Learners	9	2.7	2.7
Eligible for Free or Reduced-Price Meals	77	23.2	23.3
Students with Disabilities <sup>1</sup>	59	17.8	18.5

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

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

#### Chronic Absenteeism and Suspension/Expulsion

	Chronic Absenteeism <sup>2</sup>		Suspension/ Expulsion <sup>3</sup>	
	Count	Rate (%)	Count	Rate (%)
Female	*	*	0	0.0
Male	*	*	0	0.0
Black or African American	0	*	0	*
Hispanic or Latino of any race	*	*	0	0.0
White	10	4.0	0	0.0
English Learners	0	*	0	*
Eligible for Free or Reduced-Price Meals	*	*	0	0.0
Students with Disabilities	*	*	0	0.0
School	12	4.0	0	0.0
District		4.3		0.0

**Number of students in 2017-18 qualified as truant under state statute: 0**

**Number of school-based arrests: 0**

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

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

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

## Essex Elementary School

### Essex School District

## Educators

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

	FTE
<b>General Education</b>	
Teachers and Instructors	25.3
Paraprofessional Instructional Assistants	1.8
<b>Special Education</b>	
Teachers and Instructors	7.5
Paraprofessional Instructional Assistants	19.7
<b>Administrators, Coordinators and Department Chairs</b>	
School Level	1.0
<b>Library/Media</b>	
Specialists (Certified)	1.0
Support Staff	0.0
Instructional Specialists Who Support Teachers	6.0
Counselors, Social Workers and School Psychologists	2.0
School Nurses	0.9
Other Staff Providing Non-Instructional Services/Support	9.8

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

### Educators by Race/Ethnicity

	Count	School Percent of Total (%)	District Percent of Total (%)
American Indian or Alaska Native	0	0.0	0.0
Asian	0	0.0	0.0
Black or African American	1	2.2	2.0
Hispanic or Latino of any race	1	2.2	2.0
Native Hawaiian or Other Pacific Islander	0	0.0	0.0
Two or More Races	0	0.0	0.0
White	43	95.6	96.0

### Classroom Teacher Attendance, 2017-18

	School	District
Average # of FTE Days Absent Due to Illness or Personal Time	9.5	9.5

## Instruction and Resources

### School Schedule

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

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

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

	Count	Rate (%)
Autism	*	*
Emotional Disturbance	N/A	N/A
Intellectual Disability	N/A	N/A
Learning Disability	7	*
Other Health Impairment	7	*
Other Disabilities	*	*
Speech/Language Impairment	*	*
School	20	57.1
District		54.1

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

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

## Essex Elementary School

### Essex School District

## Performance and Accountability

### School Performance Index (SPI)

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

	English Language Arts (ELA)		Math		Science	
	Count	SPI	Count	SPI	Count	SPI
American Indian or Alaska Native	0	N/A	0	N/A	0	N/A
Asian	*	*	*	*	*	*
Black or African American	*	*	*	*	*	*
Hispanic or Latino of any race	12	*	12	*	*	*
Native Hawaiian or Other Pacific Islander	0	N/A	0	N/A	0	N/A
Two or More Races	7	*	7	*	*	*
White	155	85.4	155	80.2	52	81.4
English Learners	7	*	7	*	*	*
Non-English Learners	174	84.1	174	78.9	*	*
Eligible for Free or Reduced-Price Meals	34	73.9	34	68.4	14	*
Not Eligible for Free or Reduced-Price Meals	147	85.7	147	80.9	49	82.0
Students with Disabilities	28	67.3	28	62.5	10	*
Students without Disabilities	153	86.4	153	81.5	53	82.1
High Needs	57	72.6	57	68.6	23	75.2
Non-High Needs	124	88.5	124	83.1	40	83.3
School	181	83.5	181	78.6	63	80.4

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

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

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

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

	Percent of Students by Grade <sup>3</sup> (%)				All Tested Grades	
	4	6	8	HS	Count	Rate (%)
Sit & Reach	87.5	95.0	N/A	N/A	80	91.3
Curl Up	97.5	95.0	N/A	N/A	80	96.3
Push Up	67.5	80.0	N/A	N/A	80	73.8
Mile Run/PACER	70.0	97.5	N/A	N/A	80	83.8
All Tests - School	57.5	72.5	N/A	N/A	80	65.0
All Tests - District	57.5	72.5	N/A	N/A		65.0

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

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



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

## Essex Elementary School

### Essex School District

#### Next Generation Accountability Results

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

Indicator		Index/Rate	Target	Points Earned	Max Points	% Points Earned	State Average Index/Rate
ELA Performance Index	All Students	83.5	75	50.0	50	100.0	67.7
	High Needs Students	72.6	75	48.4	50	96.8	58.1
Math Performance Index	All Students	78.6	75	50.0	50	100.0	63.1
	High Needs Students	68.6	75	45.8	50	91.5	52.7
Science Performance Index	All Students	80.4	75	50.0	50	100.0	63.8
	High Needs Students	75.2	75	50.0	50	100.0	54.2
ELA Academic Growth	All Students	85.3%	100%	85.3	100	85.3	59.9%
	High Needs Students	85.6%	100%	85.6	100	85.6	55.1%
Math Academic Growth	All Students	91.0%	100%	91.0	100	91.0	62.5%
	High Needs Students	85.1%	100%	85.1	100	85.1	55.2%
Progress Toward English Proficiency	Literacy	.	100%	.	.	.	60.0%
	Oral	.	100%	.	.	.	52.1%
Chronic Absenteeism	All Students	4.0%	<=5%	50.0	50	100.0	10.4%
	High Needs Students	2.2%	<=5%	50.0	50	100.0	16.1%
Preparation for CCR	% Taking Courses	.	75%	.	.	.	80.0%
	% Passing Exams	.	75%	.	.	.	42.6%
On-track to High School Graduation		.	94%	.	.	.	88.0%
4-year Graduation All Students (2018 Cohort)		.	94%	.	.	.	88.3%
6-year Graduation - High Needs Students (2016 Cohort)		.	94%	.	.	.	83.3%
Postsecondary Entrance (Class of 2018)		.	75%	.	.	.	70.9%
Physical Fitness (estimated part rate) and (fitness rate)		96.4%   65.0%	75%	43.3	50	86.7	96.4%   52.9%
Arts Access		.	60%	.	.	.	51.9%
<b>Accountability Index</b>				<b>784.4</b>	<b>850</b>	<b>92.3</b>	

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

Gap Indicators	Non-High Needs Rate <sup>1</sup>	High Needs Rate	Size of Gap	State Gap Mean +1 Stdev <sup>2</sup>	Is Gap an Outlier? <sup>2</sup>
Achievement Gap Size Outlier?					N
ELA Performance Index Gap	75.0	72.6	2.4	15.3	
Math Performance Index Gap	75.0	68.6	6.4	17.4	
Science Performance Index Gap	75.0	75.2	-0.2	16.3	
Graduation Rate Gap	.	.	.	.	

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

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

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

Subject/Student Group		Participation Rate (%) <sup>3</sup>
ELA	All Students	96.9
	High Needs Students	96.7
Math	All Students	96.9
	High Needs Students	96.7
Science	All Students	98.4
	High Needs Students	100.0

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

#### Supporting Resources

[Two-page FAQ](#)

[Detailed Presentation](#)

[Using Accountability Results to Guide Improvement](#)

Essex Board of Education  
FY 2020-2021 Year-to-Date Report as of November 4, 2020

Object	Description	2020-2021 Original Budget	2020-2021 Transfers	2020-2021 Revised Budget	2020-2021 Actual Expense YTD	2020-2021 Encumbrances	2020-2021 Available Balance	
<b>OBJECT 100 - SALARIES:</b>								
5111	Administration	152,227	-	152,227	58,549	93,678	-	
5113	Teachers' Salaries	1,911,645	(11,200)	1,900,445	421,885	1,396,672	81,888	
5114	Secretary Salaries	157,861	-	157,861	46,093	97,726	14,042	
5115	Custodial Salaries	221,326	11,200	232,526	83,959	151,477	(2,909)	
5116	Nurse Salary	53,534	-	53,534	13,123	40,411	-	
5118	Food Service Dir/Bookkeeper/Cafeteria Salaries	80,172	-	80,172	11,244	21,532	47,396	
5119	Para Educators	437,828	-	437,828	101,682	-	336,146	
5123	Substitute Teachers	45,000	-	45,000	9,779	-	35,221	
5124	Substitute Secretary/Para-Educators	8,000	-	8,000	468	-	7,532	
5125	Sub Custodians	5,000	-	5,000	720	-	4,280	
5126	Summer Part Time Custodian Salary	12,000	-	12,000	10,974	-	1,026	
5133	Coaches/Extra-Curricular	21,420	-	21,420	-	-	21,420	
5134	Secretary OT	1,700	-	1,700	-	-	1,700	
5135	Custodian OT Salary	4,500	-	4,500	-	-	4,500	
5198	Supervision District Salary	1,436,594	-	1,436,594	598,581	838,013	-	
<b>TOTAL SALARIES</b>		<b>4,548,807</b>	<b>-</b>	<b>4,548,807</b>	<b>1,357,056</b>	<b>2,639,508</b>	<b>552,242</b>	
<b>OBJECT 200 - EMPLOYEE BENEFITS:</b>								
5210	Health Insurance	1,023,115	-	1,023,115	426,300	596,815	-	
5214	Approp. Health Insurance Reserve Fund	33,524	-	33,524	33,524	-	-	
5214	Life Insurance	5,486	-	5,486	893	-	4,593	
5223	FICA/Medicare	101,930	-	101,930	25,413	1,647	74,870	
5250	Unemployment Compensation	30,000	-	30,000	-	30,000	-	
5260	Worker's Compensation	30,871	-	30,871	22,858	8,013	-	
5290	Other Employee Benefits	79,109	-	79,109	2,230	74,889	1,990	
5291	Annuities	15,829	-	15,829	4,000	-	11,829	
5298	Supervision District Fringe Benefits	445,704	-	445,704	185,710	259,994	-	
<b>TOTAL EMPLOYEE BENEFITS</b>		<b>1,765,568</b>	<b>-</b>	<b>1,765,568</b>	<b>700,928</b>	<b>971,358</b>	<b>93,282</b>	



Essex Board of Education  
FY 2020-2021 Year-to-Date Report as of November 4, 2020

Object		Description	2020-2021 Original Budget	2020-2021 Transfers	2020-2021 Revised Budget	2020-2021 Actual Expense YTD	2020-2021 Encumbrances	2020-2021 Available Balance	
<b><u>OBJECT 300 - PURCHASED &amp; TECHNICAL SERVICES:</u></b>									
5322		Professional Development Programs	7,000	-	7,000	-	-	7,000	
<b>5330</b>		<b><u>Other Professional Services</u></b>							
		Sound Equipment Services	850	-	850	-	-	850	
		Special Education	24,800	-	24,800	-	20,000	4,800	
		Health	1,175	-	1,175	-	-	1,175	
		Physical Therapy	18,669	-	18,669	-	18,669	-	
		Testing & Therapy	10,000	-	10,000	-	-	10,000	
		Other Services	31,500	-	31,500	4,541	26,960	-	
5398		Supervision District Professional Services	64,463	-	64,463	26,860	37,603	-	
<b>TOTAL PURCHASED &amp; TECHNICAL SERVICES</b>			<b>158,457</b>	<b>-</b>	<b>158,457</b>	<b>31,400</b>	<b>103,232</b>	<b>23,825</b>	
<b><u>OBJECT 400 - PURCHASED PROPERTY SERVICES:</u></b>									
5411		Water	9,100	-	9,100	1,661	7,439	-	
5412		Electricity	70,000	-	70,000	9,960	60,040	-	
<b>5430</b>		<b><u>Repairs &amp; Maintenance</u></b>							
		Art	300	-	300	-	300	-	
		Music	1,950	-	1,950	521	1,425	4	
		Computer Education	9,000	-	9,000	1,604		7,396	
		Special Education	3,850	-	3,850	-	3,350	500	
		Health	85	-	85	75		10	
		Audio/Visual	500	-	500	-		500	
		Contracts	800	-	800	763		37	
		Plant Operations Repairs	211,950	-	211,950	43,757	161,923	6,270	
		Security	540	-	540	-		540	
		Cafeteria	3,000	-	3,000	-		3,000	
								-	
5440		Leases	111,505	-	111,505	8,395	102,540	570	
5498		Supervision District Purchased Services	7,755	-	7,755	3,231	4,524	-	
<b>TOTAL PURCHASED PROPERTY SERVICES</b>			<b>430,335</b>	<b>-</b>	<b>430,335</b>	<b>69,967</b>	<b>341,542</b>	<b>18,826</b>	

Essex Board of Education  
FY 2020-2021 Year-to-Date Report as of November 4, 2020

Object		Description	2020-2021 Original Budget	2020-2021 Transfers	2020-2021 Revised Budget	2020-2021 Actual Expense YTD	2020-2021 Encumbrances	2020-2021 Available Balance	
<b>OBJECT 500 - OTHER PURCHASED SERVICES:</b>									
5511		Out-of-District Transportation	106,839	-	106,839	7,472	74,011	25,356	
5515		Field Trips & School Events	2,498	-	2,498	-	-	2,498	
5520		Comprehensive Insurance	25,485	-	25,485	8,580	16,905	-	
5530		Communications	6,828	-	6,828	661	5,539	628	
5540		Advertising	200	-	200	-	-	200	
5561		In State Tuition	208,553	-	208,553	47,501	184,082	(23,030)	
55611		Excess Cost Reimbursement	(48,000)	-	(48,000)	-	-	(48,000)	
5580		Travel & Conferences	9,500	-	9,500	3,146	150	6,204	
5598		Supervision District Other Purchased Services	268,561	-	268,561	111,900	156,661	-	
<b>TOTAL OTHER PURCHASED SERVICES</b>			<b>580,464</b>	<b>-</b>	<b>580,464</b>	<b>179,260</b>	<b>437,348</b>	<b>(36,143)</b>	
<b>OBJECT 600 - SUPPLIES:</b>									
<b>5610</b>		<b>General Supplies</b>							
		Computer Education	7,000	-	7,000	685	315	6,000	
		Health	1,400	-	1,400	512	95	792	
		Office Supplies	10,000	-	10,000	19,694	66,338	(76,032)	(A)
		<b>TOTAL GENERAL SUPPLIES</b>	<b>18,400</b>	<b>-</b>	<b>18,400</b>	<b>20,892</b>	<b>66,748</b>	<b>(69,240)</b>	
<b>5611</b>		<b>Instructional Supplies</b>							
		Art	5,400	-	5,400	4,648	743	9	
		Language Arts	7,092	-	7,092	5,318	110	1,664	
		Foreign Language (FLES)	480	-	480	-	-	480	
		Kindergarten	1,172	-	1,172	822	60	290	
		Mathematics	4,606	-	4,606	2,406	699	1,502	
		Music	1,116	-	1,116	2,725	-	(1,609)	(A)
		Physical Education	500	-	500	498	-	2	
		Reading	2,157	-	2,157	2,081	-	76	
		Science	4,000	-	4,000	435	48	3,517	
		Social Studies	3,000	-	3,000	1,223	-	1,777	
		Testing	2,955	-	2,955	-	1,403	1,552	
		Enrichment Projects	3,688	-	3,688	-	-	3,688	
		Special Education	1,731	-	1,731	566	-	1,165	
		Library	492	-	492	487	-	5	
		Audio Visual	7,113	-	7,113	3,101	575	3,436	
		<b>TOTAL INSTRUCTIONAL SUPPLIES</b>	<b>45,502</b>	<b>-</b>	<b>45,502</b>	<b>24,309</b>	<b>3,638</b>	<b>17,555</b>	
5613		Operations Maintenance Supplies	19,000	-	19,000	3,876	14,624	500	
5624		Heating Fuel Natuaral Gas	34,000	-	34,000	3,000	31,000	-	
5626		Gasoline	50	-	50	-	-	50	
5629		General Instructional Supplies	19,594	-	19,594	6,098	13,202	294	

## FY 2020-2021 Year-to-Date Report as of November 4, 2020

Object		Description	2020-2021 Original Budget	2020-2021 Transfers	2020-2021 Revised Budget	2020-2021 Actual Expense YTD	2020-2021 Encumbrances	2020-2021 Available Balance	
5641		<b>Instructional Materials</b>							
		Language Arts	1,554	-	1,554	182	-	1,373	
		Foreign Language (FLES)	328	-	328	-	-	328	
		Kindergarten	957	-	957	927	-	30	
		Mathematics	6,100	-	6,100	1,225	4,820	55	
		Music	3,031	-	3,031	2,633	260	138	
		Reading	11,300	-	11,300	11,293	-	7	
		Science	4,000	-	4,000	-	193	3,807	
		Social Studies	500	-	500	-		500	
		Computer Education Software	7,253	-	7,253	745		6,508	
		Study Skills Program	1,678	-	1,678	-		1,678	
		Enrichment Projects	1,750	-	1,750	387		1,363	
		Special Education	5,300	-	5,300	1,753	550	2,997	
		Guidance	920	-	920	-	57	863	
		Library	6,640	-	6,640	6,634	-	6	
		TOTAL INSTRUCTIONAL MATERIALS	51,311	-	51,311	25,778	5,880	19,653	
5698		Supervision District Supplies	28,561	-	28,561	11,900	16,661	-	
<b>TOTAL SUPPLIES</b>			216,418	-	216,418	95,853	151,752	(31,187)	
<b>OBJECT 700 - PROPERTY:</b>									
5730		Equipment	3,170	-	3,170	34	936	2,200	
<b>TOTAL PROPERTY</b>			3,170	-	3,170	34	936	2,200	
<b>OBJECT 800 - OTHER OBJECTS:</b>									
5810		<b>Dues &amp; Fees</b>							
		Board of Education	3,000	-	3,000	2,777		223	
		School Dues & Fees	689	-	689	545	100	44	
		TOTAL DUES & FEES	3,689	-	3,689	3,322		267	
5898		Supervision District Dues & Fees	1,525	-	1,525	635	890	-	
<b>TOTAL OTHER OBJECTS</b>			5,214	-	5,214	3,957	990	267	
<b>TOTAL</b>			7,708,433	-	7,708,433	2,438,455	4,646,666	623,312	
					(A - includes COVID related expenditures that will be moved to CRF grant in fund #3210				

## Encl Essex Cafeteria Expense and Revenue Tracking

6	Essex 2020-2021	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
	Eligible Students - Free	327	327	46										700
	Eligible - Reduced	0	0	16										16
	Eligible - Full Pay	0	0	245										245
Total Enrollment		327	327	307	0	0	0	0	0	0	0	0	0	961
Breakfast - Free meals served		760	398	109										1,267
Breakfast - Reduced meals served		0	0	0										0
Breakfast - Full Pay meals served		0	0	0										0
Lunch - Free meals served		760	398	345										1,503
Lunch- Reduced meals served		0	0	0										0
Lunch - Full Pay meals served		0	0	0										0
object	Total Meal Count	1,520	796	454	0	0	0	0	0	0	0	0	0	2,770
4090	Miscellaneous Income	\$ -	\$ -	\$ 17										\$ 17
4160	Café Lunch Cash Sales	\$ (26)	\$ 64	\$ 1,065										\$ 1,103
4360	State & Fed Grants - Claims breakfast	\$ 1,436	\$ 752	\$ 206										\$ 2,395
4360	State & Fed Grants - Claims lunch	\$ 2,668	\$ 1,397	\$ 1,211										\$ 5,276
4360	State & Fed Grants - 6 Cent	\$ 53	\$ 28	\$ 24										\$ 105
4360	State & Fed Grants - Healthy Foods	\$ -	\$ -	\$ -										\$ -
4360	State & Fed Grants - CN State Match	\$ -	\$ -	\$ -										\$ -
4360	State & Fed Grants - State School Breakfast	\$ -	\$ -	\$ -										\$ -
4361	USDA commodities	\$ -	\$ -	\$ -										\$ -
4890	Transfer In	\$ -	\$ -	\$ -										\$ -
Total Revenue		\$ 4,131	\$ 2,241	\$ 2,523	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,895
5111	Administrator Salary													\$ -
5114	Secretary Salary													\$ -
5118	Food Service Salary													\$ -
5124	Sub Secty\ Café													\$ -
5138	OT Cafeteria Salary													\$ -
Total Salaries		0 \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5210	Health Insurance													\$ -
5214	Life Insurance													\$ -
5222	MERF													\$ -
5223	Fica/Medicare													\$ -
Total Benefits		0 \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Salary & Benefit Cost		0 \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5430	Repairs & Maintenance	\$ -	\$ -	\$ -										\$ -
5600	All - Supplies / Energy	\$ -	\$ -	\$ 341										\$ 341
5601	USDA Donations	\$ -	\$ -	\$ -										\$ -
5610	General Supplies	\$ 2,360	\$ 1,665	\$ 1,006										\$ 5,032
5800	All - Other Misc. Expense	\$ -	\$ -	\$ -										\$ -
5890	Other Objects	\$ 77	\$ -	\$ -										\$ 77
Total Product Cost		\$ 2,437	\$ 1,665	\$ 1,347	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,449
Total Product, Salary & Benefit Costs		\$ 2,437	\$ 1,665	\$ 1,347	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,449
Profit (Loss)		\$ 1,695	\$ 576	\$ 1,176	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,446
Operating Days		22	17	20										37
Lunch Participation		10.6%	7.2%	5.6%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	4.2%
Breakfast Participation		10.6%	7.2%	1.8%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3.6%
Meals Product Cst		\$ 1.60	\$ 2.09	\$ 2.97	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
Labor/Meal		\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
		\$ 1.60	\$ 2.09	\$ 2.97	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
unpaid lunch balances - monthly value				\$ (337)	\$ (312)									
lunch account balances- monthly value				\$ 5,871	\$ 6,443									
Month End Checking Account Balance														

## Region 4

## Medical Reserve Tracking

2020-2021

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

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

## Health Savings Account Policy

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

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

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



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

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

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

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

October 28, 2020

To: Brian White, Superintendent of Schools

From: Kelly Sterner, Finance Director 

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

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

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

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

# **Anthem Employee Assistance Program**

## **Regional School District #4**

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

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

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

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

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

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

## **Our Proposal**

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

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

## **Always Accessible**

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

## **Routine Contacts**

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



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

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

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

## **Emergencies**

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

## **Other Languages and Contact Options**

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

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

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

## **Nationwide Provider Networks**

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

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

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

## Continuity of Care

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

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

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

## EAP Website – Tools and Resources

### Orientation Webcast

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

### Online Resources

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

### Online EAP Provider Locator

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

### Online Centers

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

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

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

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

## myStrength

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

## Work-Life Services

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

## Financial Consultations

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

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

The most common financial issues addressed include:

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

- Foreclosure prevention

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

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

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

## Identity Monitoring

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

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

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

## Legal Consultations

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

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

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

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

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

## Care Consultations

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

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

## Employer Services

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

## Online Tools

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

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

## **Telephone Consultations**

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

## **Management Referrals**

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

## **Trainings and Orientations**

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

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

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

### ***Supervisor Orientation***

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

### ***Employee Workshops***

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

### ***Employee Orientations***

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

### **Critical Incident Response Coordination**

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

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

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

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

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

### **Substance Abuse Policy Consultation**

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

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

- An initial evaluation by the SAP

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

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

## Communication Materials

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

We communicate EAP services via the following media:

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

## Quality Assurance

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

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



## Confidentiality

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

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

## Account Management

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

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

## Utilization Reports

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

# EAP Plan Design

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

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

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

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

Anthem EAP Services do not include the following:

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

#### References

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



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

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

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



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

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

October 29, 2020

To: Brian White, Superintendent of Schools

From: Kelly Sterner, Finance Director

A handwritten signature in blue ink, likely belonging to Kelly Sterner, is written over the 'From:' line.

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

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

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

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

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

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

Based on October 1 2020 State Reporting

**SUPERVISION DISTRICT**

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

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

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

\*Grade totals include OOD placements

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

Based on October 1 2020 State Reporting

**REGION 4**

**JWMS**

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

**Valley**

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

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

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

\*School totals include OOD placements and Transition Academy