



**Regional School District #4**  
**Chester – Deep River – Essex – Region 4**  
**JOINT BOARD OF EDUCATION COMMITTEE**

2<sup>nd</sup> REVISION  
09/30/19

To: Members of the Chester, Deep River, Essex, and Region 4 Boards of Education  
Subject: **October 03, 2019 Joint Board Committee Meeting**  
Time: Joint Board Committee Meetings begin promptly at **7:00 p.m.**  
Place: John Winthrop Middle School Library

Please contact Jennifer Bryan at Central Office [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.

**AGENDA**

- 1. Call to order. 7:00 p.m.**
  - 1.1 The Appointed Chair of the Supervision District Committee acts as the Chair of the Joint Board of Education Committee meeting and calls the meeting to order. (The Vice-Chair of the Supervision District is the alternate in the absence of the Supervision District Chair).  
\* **Chair of Supervision District rotates each Dec. – Essex BOE Chair is now the Supv. Dist. Chair**
  - 1.2 The Chester, Deep River, Essex, and Region 4 Board of Education Chairs call their respective Boards to order and report a quorum (# of BOE members needed for a quorum)  
Chester (5 members), Deep River (5 members), Essex (4 members), Region 4 (5 members)
  - 1.3 Regarding Action Items: the Chair of the Joint Board of Education meeting follows parliamentary procedure on items requiring a vote of the Joint Board of Education. All discussion shall be held with the Joint Board. The Chair of the Joint Board shall call for and record a vote by the respective Boards of Education in alphabetical order. Items are approved only with an affirmative majority vote of each respective Board of Education
- 2. Consent agenda** – The following items are to be handled as combined and by single vote. Any Board member may request that an item be pulled out for further discussion.
  - 2.1 Minutes of Regular Joint Board Meeting of June 06, 2019 (*encl #1*)
  - 2.2 Minutes of Special Joint Board Meeting of June 10, 2019 (*encl #2*)
- 3. Public comment**

The public is reminded to state name and town 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 Boards to hear citizen comment related to educational matters.
- 4. Reports**
  - 4.1 Superintendent's report (*B. White*)
    - a. District Update
    - b. Information and Communication
    - c. Legislative Update
    - d. Review and possible VOTE to approve proposed Calendar of BOE Meetings for Jan.-Dec. 2020 (*encl #3*)
  - 4.2 Assistant Superintendent's report (*K. Martineau*)
    - a. District Update

#### 4.3 Director of Pupil Services Report (*S. Smalley*)

##### a. District Update

#### 4.4 Business Manager Financial Status Report (*K. Allen*)

- a. Joint BOE Financial Update (*encl #4*)
- b. Presentation on Cafeterias – *K. Allen, T. Peterlik*

#### 4.5 Committee reports.

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

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

- b. Policy committee report (8 members). (*Chair TBD*)

- b.1 First Reading on the Joint BOE Policy Committee's recommendation to approve revisions to the following policy: #5114 Suspension/Expulsion/Due Process (*encl #5*)

- b.2 Second Reading on the Joint BOE Policy Committee's recommendation to approve revisions to the following policies:

#3300 Purchasing Authority (*encl #6*)

#3453 Student Activity (*encl #7*)

#5141.21 Administering Medication (*encl #8*)

- c. Finance committee report (8 members) (*J. Clark*)
- d. Curriculum committee (9 members) (*T. Dickson*)
- e. Ad hoc committees (as needed).  
School Security Advisory Committee (*D.G. Fitton*)

## 5. Public comment

The public is reminded to state name and address 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 Boards to hear citizen comment related to educational matters.

**6. Future agenda items**

6.1 Next Regular Joint BOE Meeting, December 05, 2019 @ 7:00 p.m.

**7. Adjournment\*** (Chester, Deep River & Essex Boards will adjourn)

**\*Region 4 Board of Education will stay in session for the following business:**

- a) **Executive Session – Discuss pending litigation** – (*K. Roy, esq.*)
- b) Possible VOTE regarding pending litigation
- c) Possible VOTE to create and manage a “Reserve Fund for Capital and Nonrecurring Expenditures” pursuant to CT General Statute Sec. 10-51(d)(2) (*Encl for Region 4 consideration only*)
- d) Discuss composition of Capital Fund Task Force
- e) Informational Item – VRHS transfer of funds within budget category “Other Purchased Services” (Object code 500) for library resources – *B. White*
- f) Update on Auditor’s timeline – *B. White*
- g) Possible VOTE regarding RFP for audit of the 2018-19 financial reports (*if needed, based on information regarding timeline of auditor*)
- h) Review Director of Facilities’ 5 Year Capital Plan Spreadsheet by Leigh Rankin – *B. White*
- i) Public Comment – The public is reminded to state name and town 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 Boards to hear citizen comment related to educational matters
- j) Future Agenda Items and Call for New Region 4 BOE Agenda Items:
  - Next Region 4 BOE Regular Meeting Thurs., Nov. 07, 2019 @ 7:00 p.m. @ JWMS Media Center
  - Election of Board Officers (*Nov. - or after seating of new members*)
  - Profile of 2019 Graduating Class (Nov.)
  - Yearly BOE Self-evaluation (TBD)
- k) Adjournment



**Regional School District 4**  
**Chester – Deep River – Essex – Region 4**  
**Boards of Education Committees – School Year 2019-20 (Updates in Progress)**

Joint BOE Standing Committees (standing committees have regularly scheduled meetings)			
*Joint PK-12 Policy Sub-Committee	R4(Sandmann/Clymas/Grow) CH(TBD/Scherber) DR(Resnisky/Campbell) ES (Seidman/McCluskey)		
*Joint PK-12 Curriculum Sub-Comm.	R4(Cavanaugh/Brookhart) CH(Bibbiani/Fearon) DR(T.Dickson/Grunko) ES(Rotella/McCann)		
*Joint PK-12 Finance Sub-Committee	R4 (Gioco/Clark/Daniels) CH (Stack/Englert) DR (Munawar/Ferretti) ES (TBD/Watson)		
Supervision District Committee (2 yr terms end in Nov. of the year listed after each name)	R4 (Cavanaugh 19 / Gioco 19 / Clark 19) CH (Fearon 19 /Fitzgibbons 19 / Stack 19) DR (Weglarz 19 / Ferretti 19 / Morrissey 19) ES (Fitton 19 /McCluskey 19 / Seidman 19)		
Joint Ad Hoc Committees (ad hoc committees meet for a designated period or as needed)			
Personnel & Negotiations		Contract duration	Initiate negotiations
- Joint BOE Teacher negotiations	R4 (Daniels/Brookhart Alt.) CH (Stack/Englert Alt.) DR (Morrissey/Weglarz Alt.) ES (Fitton/Watson)	Expires 7/2022	6/2021
- Joint BOE Administrator negotiations	Same as ABOVE for Teacher negotiations	Expires 7/2020	9/2019
- Joint BOE Paraeducator negotiations	Same as BELOW for Net Tech et al.	Expires 7/2020	3/2019
Joint BOE NetTechs et al negotiations (ElemSec/Elem Nurses/ElemNetTech/R4NetTEch/ElemCustodians)	R4 (Daniels/Brookhart Alt.) CH (Fitzgibbons, Stack) DR (Campbel./Ferretti Alt.) ES (Fitton/Watson)	Expires 7/2021	3/2021
- Cafeteria (all schools)		Expires 7/2020	3/2020
Public Relations & Community Outreach	R4(TBD/TBD), CH (Bibbiani), ES (Seidman), DR (Wegalarz/TBD)		
Technology	R4(Gioco), CH(Englert), ES (Seidman), DR (Munawar)		
School Calendar	R4(Brookhart/Daniels), CH (Englert), ES (McCluskey), DR (Weglarz)		
LEARN Joint BOE representative(s)	R4(Cavanaugh), CH(Myers), ES(Rotella), DR(Munawar)		
School Security Advisory Committee	R4(TBD), CH(Greenberg-Ellis), DR(Weglarz), ES(Fitton)		
Tuition Committee	R4(Grow), CH (Stack), DR (Morrissey), ES (McCluskey /Seidman alt.)		
RFP Transportation Bid Review	R4(Cavanaugh), CH (Englert), DR (Weglarz), ES (Seidman/Fitton)		
RFP Legal Bid Review	R4(Daniels), CH (Bibbiani), DR (Weglarz), ES (Seidman/Fitton)		
Individual BOE Ad Hoc Committees (ad hoc committees meet for a designated period or as needed)			
Chester BOE			
Facilities	Englert		
Internal Marketing	TBD		
PTO	Greenberg-Ellis		
CATV Advisory Council (Cable TV)	For Discussion		
Deep River BOE			
Facilities (Grounds and Buildings)	Morrissey/Ferretti		
PTO	rotating		
School Improvement Team	Weglarz/Ciaglo		
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	Daniels/Brookhart Alt.	Expires 7/2020	3/2020
▪ R4 Custodians	Daniels/Brookhart Alt.	Expires 7/2021	3/2021
R4 Audit & Finance	Gioco/TBD		
School Improvement Team	TBD/TBD/TBD		
R4 Grounds and Buildings Maintenance and Oversight Committee	Fitton/Gioco/Grow/Clark		
R4 Building Committee	TBD/TBD		
R4 Educational Foundation	TBD		
Region 4 Extra compensation points committee	Clark (only 1 rep needed)		
Public Relations & Outreach	TBD		
R4 Safety	TBD		
R4 Advisory Council (PTO)	For Discussion		
R4 Facilities Study Committee	TBD		

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE  
October 03, 2019 MEETING  
Joint Board of Education Committee**

**June 06, 2019**

A regular meeting of the Joint Board of Education Committee was held on Thursday, June 06, 2019 in the John Winthrop Middle School Library, with the following Board Members present:

CHESTER BOARD OF EDUCATION:	David Fitzgibbons, Robert Bibbiani, Charlene Fearon, Becky Iselin, Tom Englert, Rebecca Greenberg-Ellis
DEEP RIVER BOARD OF EDUCATION:	Paula Weglarz, Miriam Morrissey, Robert Ferretti, Mary Campbell, Matt Resnisky, Lenore Grunko, David Berardis
ESSEX BOARD OF EDUCATION:	Lon Seidman, Mark Watson, DG Fitton, Loretta McCluskey, Judie McCann, Carolyn Rotella
REGION 4 BOARD OF EDUCATION:	Jennifer Clark, Mario Gioco, DG Fitton, Jane Cavanaugh, Kate Sandmann (arrived 8:10 p.m.) (Quorum reached at 8:10 p.m.)

Also in attendance: Dr. Ruth Levy, Superintendent; Dr. Kristina Martineau, Assistant Superintendent; Kim Allen, Business Manager & Jennifer Bryan, Board Clerk.

Audience of Citizens: approx. 18

**CALL TO ORDER**

Supervision District Committee Chair Lon Seidman called the meeting to order at 7:00 p.m.

The Chairs of the Chester, Deep River, and Essex Boards of Education called their respective Boards to order at 7:00 p.m. *Please note:* The Region 4 Board did not have a quorum present, but upon reaching a quorum at 8:10 p.m. the Chair of the Region 4 Board of Education called her Board to order and called for any votes that had been missed up to that point.

Dr. Levy's portion of the Superintendent's report was moved up to this point in the agenda. Dr. Levy introduced 3 students in attendance that evening who, along with 3 more classmates, worked over the past year and a half to create a marketing video presentation for the Schools of Chester, Deep River, Essex & Region 4. This was done as part of their Capstone project, in conjunction with Valley teacher Mary Hambor. The students shared their video with the Boards.

Dr. Levy read two letters thanking Valley Regional High School for the hard work recently provided by the students during Warriors in the Community Day.

Dr. Levy also recognized all of her Administrators, many of whom were present in the audience, for their many hours of hard work, dedication and creativity in solving problems.

## **CONSENT AGENDA**

On motion duly made and seconded, the Chester (unanimous), Deep River (unanimous), Essex (unanimous), and Region 4 (upon reaching a quorum 4 Y / 0 No / 1 Abstention – Gioco = motion passed), Boards of Education VOTED to approve the consent agenda consisting of the minutes of the April 04, 2019 regular meeting of the Joint Board.

## **PUBLIC COMMENT**

Virginia Carmany, Chair of the Chester Board of Finance read a memo she had already sent out to Region 4 Board members regarding action they will be considering at the end of the Joint BOE meeting to address findings of the 2017-18 Region 4 financial audit report (see attached)

Board member and parent, Miriam Morrissey, shared that the recent CHRO Kids Speak Competition chose 5 finalists, Statewide, and 3 of those finalists are Valley students.

## **REPORTS**

### Financial Status Update

Ms. Allen gave a brief, high level financial update for each district. More detail will be given at upcoming individual board meetings.

### Committee Reports

Joint BOE Policy Committee member L. Seidman discussed the policies being presented for a first reading this evening.

There was a first reading on the following policies:

- #5141.21 Students - Administering Medicine (*encl #3*)
- #3453 Business - Student Activity (*encl #4*)
- #3300 Business – Ordering Goods and Services (Purchase Orders) (*encl #5*)

Per procedure, these policies will be on the individual BOE meetings in September for questions or discussion and will return for a second reading and possible vote at the October Joint BOE meeting.

Joint BOE Finance Committee Chair, J. Clark reported that the Committee met on May 28th and discussed at length Business Policy #3440 regarding inventory. The Committee has requested that a building inventory be considered over the summer for all buildings, and that the Committee receive an update on the feasibility of such inventories and the details governing them in the future.

Joint BOE Curriculum Committee member Jane Cavanaugh reported that the Committee met on May 14th and gave their support to a piano (keyboard) course to be offered at Valley, to help round out the curriculum offerings. This offering will be budget neutral.

District Security Advisory Committee Facilitator DG Fitton shared details on the Committee's progress throughout the past year and stated that planning for future-years is on-going.

At 7:40 p.m. the Boards welcomed State Senator Norm Needleman to the meeting. Senator Needleman was there to present Dr. Levy with a proclamation and official citation from the State Legislature upon her upcoming retirement.

The RFP Transportation Bid Review Committee - Chair Seidman presented the Committee's recommendation after reviewing all submitted bids. First Student was the only transportation company to submit a bid. There was a brief discussion.

On motion duly made and seconded, the Chester, Deep River, Essex and Region 4 (upon reaching a quorum), Boards of Education unanimously VOTED to award the transportation contract to First Student as presented. (see attached)

The RFP Legal Bid Review Committee - Chair Seidman presented the Committee's recommendation. He reiterated what he had shared earlier at the Supervision District Committee meeting. Seven firms submitted bids. The Committee reviewed all of the bids in depth and ultimately decided that due to the upcoming change in leadership, with the hiring of a new Superintendent for the 2019-20 school year, they recommended that no new action be taken with regards to the bids. The Committee determined that it would not be good to switch legal representation during a time of leadership transition. The Committee also felt that the new Superintendent should have some input into what will be a multi-year contract resulting from the RFP. However, as a matter of housekeeping, past practice has been that each year the Supervision District Committee and the Boards have voted to authorize a legal firm for the next school year, with no contract having been signed. For many years, the firm of Shipman & Goodwin has been that legal firm.

Based on the Bid Review Committee's desire to postpone a decision, provide continuity of representation for the incoming Superintendent, the need to authorize a firm for the 2019-20 school year, and the earlier discussion and vote by the Supervision District Committee, it was recommended that there be a vote to authorize Shipman & Goodwin as the legal counsel for the boards for the 2019-20 school year.

On motion duly made and seconded, the Chester (5 Yes / 1 No - Englert = motion passed), Deep River (unanimous), Essex (unanimous) and Region 4 (upon reaching a quorum - 4 Yes / 0 No / 1 abstention - Gioco = motion passed) Boards VOTED to authorize Shipman and Goodwin as legal counsel for the 2019-20 school year.

#### Assistant Superintendent's Report

Assistant Superintendent Martineau gave an update on Professional Development and Curriculum work including plans for ongoing work over the summer with a focus on assessments and the Next Generation Science Standards.

**PUBLIC COMMENTS:** James Carey stated his desire that the Region 4 Board do what the Chester Board of Finance memo asked, (shared earlier in the evening at public comment), regarding action they will be considering at the end of the Joint BOE meeting to address findings of the 2017-18 Region 4 financial audit report.

Michael Hammond handed members of the Region 4 Board a letter regarding the 2017-18 audit report (see attached) and asked that they provide greater accountability in the future.

On behalf of the Boards, Chair Seidman thanked Dr. Levy for her leadership and caring attitude over her tenure with the Districts.

## **FUTURE AGENDA ITEMS**

- Next Regular Joint BOE Meeting, October 03, 2019 @ 7:00 p.m.
- First Reading of BOE Meeting Calendar for Upcoming Calendar Year (Oct.)

## **ADJOURNMENT:**

On Motion duly made and seconded, the Chester, Deep River, and Essex Boards of Education unanimously VOTED to adjourn at 8:02 p.m.\*

\*The **Region 4 Board** remained in session, and after a short recess they reconvened at 8:10 p.m., now with a quorum (upon the arrival of Kate Sandmann), for a discussion and possible vote to approve action(s) regarding the 2017-18 financial audit report. They also took all of the prior votes from earlier in the evening, when they did not have a quorum present (these votes have also been noted earlier in the minutes).

1. A motion was made by DG Fitton and seconded by Jane Cavanaugh to accept the consent agenda of the Joint Board from earlier in the evening. The motion passed with 4 approved and 1 abstention, Mario Gioco.
2. A motion was made by DG Fitton and seconded by Jane Cavanaugh to approve the RFP for transportation that had been previously approved by the Supervision District. Approved by 5-0
3. A motion was made by DG Fitton and seconded by Jane Cavanaugh to approve the RFP for Legal services to be authorized to continue with Shipman and Goodwin for another year. Approved 4-1 with Mario Gioco abstaining
4. A motion was made by DG Fitton and seconded by Jane Cavanaugh to return the surplus of 2017-2018 to the towns of Chester, Deep River and Essex of \$36,394. Approved 5-0

The next two items involved lengthy discussion and the board allowed public comment from a number of individuals including Virginia Carmany, Susan Wright, Mike Hammond, Richard Strauss

5. A motion was made by DG Fitton and seconded by Kate Sandman to transfer funds from the general fund to cover the cafeteria deficit of 94,165, noted in the year of 2017 -2018. This deficit was incurred in 2016 – 2017 and 2017- 2018. Approved, 3 – 2. (DG Fitton, Jane Cavanaugh and Kate Sandmann in favor, Mario Gioco and Jennifer Clark opposed)
6. A motion was made by DG Fitton and seconded by Jane Cavanaugh that the Capital plan deficit, be addressed thus: “The Region 4 board approves the expenditure of up to \$10,000 for an outside consultant to work with Kim Allen, Business Manager, to assist in performing a forensic assessment of the financial history of the Capital Fund (AKA Sinking Fund, Building Projects, etc.) and decisions regarding budgeting and expenditures for capital items.” The board furthermore specifies that it would like to review the CV of the individual prior to their hire. The board expects the assessment to be done by the next board meeting in August. Passed 5 - 0
7. A motion was made by Kate Sandmann and seconded by Jane Cavanaugh to accept the minutes of the R4 board meeting, Meeting date of May 2<sup>nd</sup> and as amended and posted on May 24th. Approved 5 – 0

A motion was made by DG Fitton and seconded by Kate Sandmann to adjourn and the meeting was adjourned at 8:58 PM

Respectfully Submitted,

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Jennifer Bryan, Clerk



## CONTRACT

This AGREEMENT, made and concluded this day of June 6, 2019, by and between, REGION #4 SUPERVISION DISTRICT, a Supervision District constituted of the Boards of Education of the Towns of Chester, Deep River, Essex and Regional School District #4, all of which are located within Middlesex County and the State of Connecticut, hereinafter called "District"; and FIRST STUDENT TRANSPORTATION, INC., hereinafter known as "Bus Company",

### WITNESSETH:

WHEREAS, Bus Company has successfully offered a plan for furnishing transportation for pupils in the District for a period of five years beginning July 1, 2019 to June 30, 2024.

NOW, THEREFORE, "District" and "Bus Company", in consideration of the promises herein contained, do hereby agree and covenant as follows:

#### 1. BUS COMPANY AGREES:

- (a.) To provide transportation for pupils and other authorized persons designated by the Superintendent of Schools, during such hours and stopping at such places as may be designated by the "District" and at all other places where pupils may be awaiting transportation,
- (b.)
  - I. To furnish the number of buses and mini buses needed to provide such transportation as determined by the "District" subject to notification by the "District" provided below,
  - II. Buses shall be at least 71 total capacity and the mini bus of at least 28 total capacity. The number of buses provided by the "Bus Company" shall be determined by the "District" prior to the beginning of each school year. Buses and mini buses shall meet all requirements of, and be subject to, the approval of the Region #4 Supervision District, the Connecticut State Board of Education, the Connecticut State Motor Vehicle Department, and, where involved, the Public Utilities Commission. No bus provided by the "Bus Company" to the District shall be older than 5 years and the average age of the total fleet shall be no more than six (6) years.  
  
For the safety and welfare of the students transported, vehicles shall be operated at no more than posted speed limits and always in a reasonable and prudent manner.
  - III. Buses provided by the "Bus Company" shall maintain schedules established by the "District", and, in event said routes for any reason cannot be traveled as per schedule, whether due to temporary or long-term problems, the "District" is to be notified immediately,
- (c.)
  - I. To furnish the "District", prior to the opening day of school in August or September of each year and thereafter prior to the employment of other operators or substitute operators, the following information concerning each operator:

NAME OF DRIVER ADDRESS  
TELEPHONE NUMBER

II. To discontinue the utilization under this contract of operators considered unsatisfactory by the Superintendent of Schools upon written notice thereof.

II. All bus drivers must meet the statutory age and licensing requirements.

IV. That bus drivers employed by the "Bus Company" shall be required by the "Bus Company" to report immediately all accidents of any nature, The "Bus Company" will furnish the "District" with a copy of all accident reports containing complete details.

V. That bus drivers employed by the "Bus Company" shall be required by the "Bus Company" to report to it immediately any and all problems involving the health of said driver, which might, or could possibly, affect the operation of a school bus. Said "Bus Company" shall immediately report such problems to the Superintendent of Schools or his/her designate and said "Bus Company" shall also report to the Superintendent his/her designate any such action which it has taken with respect to driver or which it recommends be taken.

VI. All bus drivers will be careful, courteous and display good character and moral behavior at all times,

- a) The "Bus Company" shall provide, naming as additional the 'District', the Towns of Chester, Deep River and Essex, and Regional School District #4, the following insurance coverages:

Automobile:

\$1,000,000 Combined Single Limit  
\$1,000,000 Uninsured and Underinsured Motorist  
\$5,000 Medical Payments

Commercial General Liability:

\$1,000,000 Combined Single Limit  
\$5,000 Medical Payments

Commercial Umbrella:

\$10,000,000 Per Occurrence

- b) To assure direct communication between the "Bus Company" and its drivers, two-way radios will be in all vehicles provided by the "Bus Company" at the "Bus Company's" expense.

- c) Drivers employed by the "Bus Company" shall be prohibited from using cellular telephones while transporting students of the "District" unless such use is the only way to communicate during an emergency.
- d) "The "District" shall have the right to utilize outside or alternative Special Needs Transportation at any time at its sole option without liability to the "Bus Company."

2. "DISTRICT" AGREES:

- (a.) To pay the Bus Company for the above services performed by it at the rates detailed on Appendix "A" which is included as part of this contract.
- (b.) To pay the "Bus Company" monthly for its services, upon submission to the District at the end of each monthly period, bills in duplicate detailing the number of school buses and mini buses used each school day and the total amount due.
- (c.) To inform the "Bus Company" by May 1st of each year, the estimated number of buses and mini buses needed for the next school year, and such other information concerning the layout of routes and number of pupils to be transported as may be needed.

The "District" reserves the right to fix the routes and to reduce or increase existing routes or to change the number of routes. The "District" also reserves the right to increase or decrease the number of vehicles needed during the school year upon thirty (30) days notice.

- (d.) Unless otherwise stipulated, all buses added will be at the rates detailed in Appendix "A".
- (e.) The "District" accepts responsibility for vandalism to buses directly attributable to students being transported while buses are on scheduled or special school runs.

3. All fuel to be consumed by the "Bus Company" shall be purchased by the District Board and shall be stored in tanks owned or leased by the "Bus Company".

The "Bus Company" shall maintain a separate pump system, maintain records of fuel consumed by each vehicle, provide sufficient help to operate the system and assume any and all costs to provide this storage and service.

The "Bus Company" shall make available for inspection by the school system's administration the daily fuel records kept for each school vehicle used pursuant to this contract,

In order to qualify for any fuel tax exemptions or refunds set forth in the Connecticut General Statutes, all fuel used by the "Bus Company" pursuant to this section shall be used exclusively for the purpose of transporting children to and from school or their extra-curricular activities.

4. The parties hereto do mutually agree as follows:

- (a.) Bus Company" shall not assign or sublet this or any part thereof without the prior written consent of the "District".
- (b.) The "District" shall have the right to terminate this contract for any reason upon sixty 60 days written notice to "Bus Company". Upon such termination, the "Bus Company" shall be entitled to compensation no greater than the amount outstanding for the remainder of the contract year in which the termination is effective.
- (c.) The "District" shall have the right to terminate this contract immediately, and with no further obligation for acts or omissions by the "Bus Company", its representatives, agents and employees, which can reasonably be determined to violate the terms of this or endanger the safety of "District" students and/or employees or that of the general public or to cause a failure to comply with regulatory requirements.
- (d.) Acquisition of the "Bus Company" by new ownership will automatically reopen this contract. The "District" shall have the right to renegotiate its terms, conditions and costs or seek bids for transportation services from other vendors.

5. The "Bus Company" shall not discriminate against any employee or applicant who satisfies Connecticut statutory regulations regarding school bus drivers, and is otherwise qualified for employment because of race, color, religious creed, age, physical disability (in accordance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disability Act of 1992), national origin, ancestry, marital status, mental disorder, criminal record, sex (in accordance with Title IX of the 1972 Education Amendments or Title VI of the Civil Rights Act of 1964 and the Civil Right Act of 1987), or sexual orientation (in accordance with Connecticut Public Act 91-58).

The "Bus Company" shall take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their race, color, religious creed, age, physical disability, national origin, ancestry, marital status, mental disorder, criminal record, sex, or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

The "Bus Company" agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies- of non-discrimination. .

The "Bus Company" in all solicitations or advertisements for employees placed by them or on their behalf, shall state that all qualified applicants will receive consideration for employment without regard to race, color, religious creed, age, physical disability, national origin, ancestry, marital status, mental disorder, sex, or sexual orientation. .

6. Any accident involving student transportation shall be reported to the appropriate school Principal or Superintendent as soon as possible but not later than two (2) hours from the time of such accident, A detailed written report must be submitted by the "Bus Company" to the Board as soon thereafter as possible but not later than two (2) days after the date of such accident.

Signed in the presence of:

\_\_\_\_\_

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SUPERVISION DISTRICT BY:

\_\_\_\_\_  
Kimberly Allen (Business Manager)

\_\_\_\_\_  
Date

FIRST STUDENT TRANSPORTATION  
BY:

\_\_\_\_\_  
Michael Trujillo

\_\_\_\_\_  
Date

APPENDIX A  
PRICING SCHEDULE

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
<b>Daily Buses</b> <b>(Type I, 71 max)</b> % increase	\$273.69	\$285.84	\$298.53	\$306.74	\$315.18
<b>Daily Buses (Type II)</b> % increase	\$262.50	\$273.9	\$286.06	\$293.93	\$302.01
<b>Kindergarten</b> % increase	\$51.82	\$60.85	\$71.46	\$73.43	\$75.45
<b>Late Bus (per bus)</b> % increase	\$55.00	\$56.38	\$57.79	\$59.38	\$61.01
<b>Vinal Tech (1 bus)</b> % increase	\$229.39	\$239.57	\$250.21	\$257.09	\$264.16
<b>Athletic Field Trip</b> Hourly	\$22.19	\$22.75	\$23.31	\$23.96	\$24.61
<b>Trip Mileage</b> % increase	\$2.55	\$2.62	\$2.68	\$2.76	\$2.83
<b>Trip Minimum</b> % increase	\$103.43	\$106.02	\$108.67	\$111.66	\$114.73

Signed in the presence of:

\_\_\_\_\_  
\_\_\_\_\_

SUPERVISION DISTRICT BY:

\_\_\_\_\_  
Kimberly Allen (Business Manager)

\_\_\_\_\_  
Date

FIRST STUDENT TRANSPORTATION  
BY:

\_\_\_\_\_  
Michael Trujillo

\_\_\_\_\_  
Date

----- Forwarded message -----

From: **Virginia Carmany** <vcarmanyruiz@comcast.net>

Date: Wed, Jun 5, 2019 at 9:34 AM

Subject: Chester Board of Finance Request to Table

To: <jenclark@reg4.k12.ct.us>, <lclymas@reg4.k12.ct.us>, <mgioco@reg4.k12.ct.us>, Michelle Grow <MGrow@reg4.k12.ct.us>, <jcavanaugh@reg4.k12.ct.us>, <rdaniels@reg4.k12.ct.us>, <tbrookhart@reg4.k12.ct.us>, <dgfitton@reg4.k12.ct.us>, <ksandmann@reg4.k12.ct.us>

CC: <gsopneski@deepriverct.us>, <kcrehan@essexct.gov>, <dfitzgibbons@reg4.k12.ct.us>, <pweglarz@reg4.k12.ct.us>, Lon Seidman <LSeidman@reg4.k12.ct.us>, <selectman@deepriverct.us>, <nneedleman@essexct.gov>, First Selectman <firstselectman@chesterct.org>, Ruth Levy <rlevy@reg4.k12.ct.us>, Kim Allen <kallen@reg4.k12.ct.us>, <bennet@gould-larson.com>, Joseph Centofanti <jcentofanti@pkfod.com>, Richard Nygard <nygard1942@msn.com>, Rannestad, Jennifer <rannestad@lcsnet.com>, Richard Strauss <rstrauss@ctcase.org>, Park, Charlie <charlietpark@yahoo.com>, jon@joslow.com <jon@joslow.com>, John OHare <johare724@gmail.com>, David C. <lkelsey1469@sbcglobal.net>, Michael Joplin <mwjoplin@aol.com>

To: The Region 4 Board of Education

From: Chester Board of Finance

Date: June 4, 2019

CC: Chairs of Boards of Education for Essex, Deep River and Chester, Chairs of Boards of Finance of Essex and Deep River, First Selectwoman of Chester, the Superintendent,

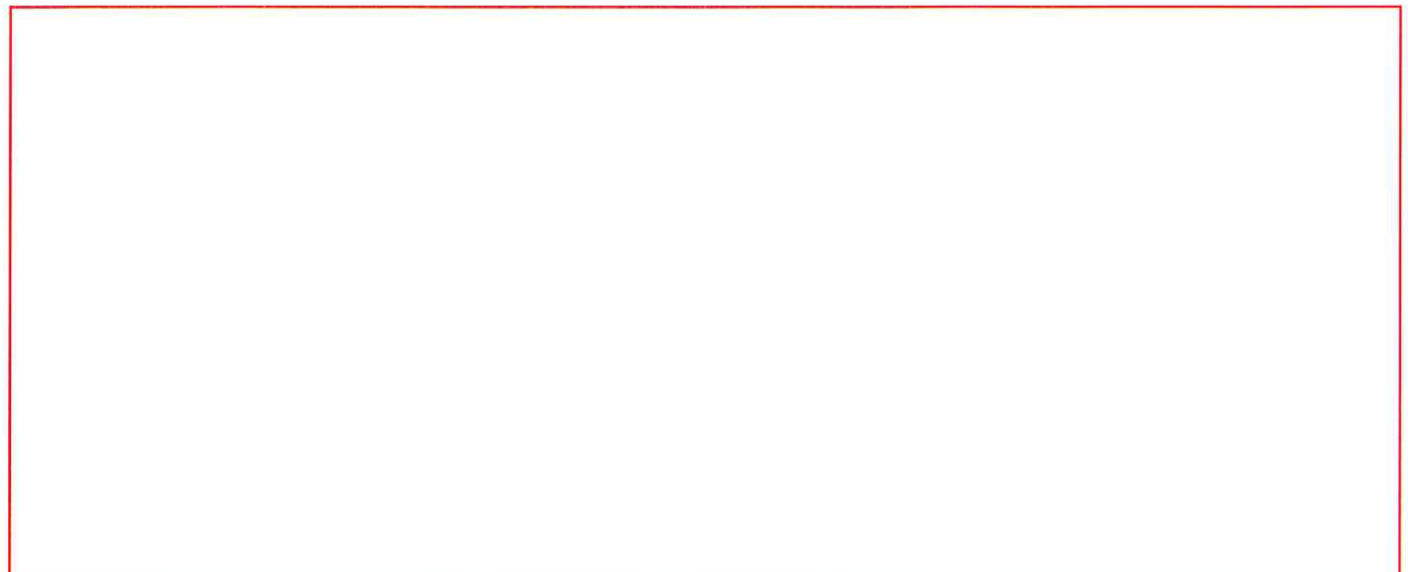
PFK O'Connor Davies and John Bennet

Re: Request to table any transfer of funds to cover the \$199K Capital Non-Recurring Fund Deficit

The Board of Finance is concerned regarding the Region 4 District's recent audit for full year 2017/18 indicating significant deficits in three accounts. Specifically, there are material discrepancies regarding the Capital fund between the Audit with a \$199K deficit and Administration reporting of the Capital fund showing an ending balance of \$322k for the same period. This difference implies that transfers have already taken place, but without any authorizing votes or clarity in the fund's reporting.

**The Chester Board of Finance unanimously voted to recommend that any motion to transfer funds from the Region 4's General Fund to cover the capital deficit be tabled due to the risk of non-compliance and possible violation of State Statute with respect to management of a Capital non-recurring fund. There is concern regarding the Board's authority to transfer monies to explicitly cover a capital deficit.**

Additionally, disclosure of policy and procedures need to be put in place to address the deficits in the other funds before any action on those be taken. Lastly, the Board of Finance has had several issues regarding appropriate transparency before, during and after this past budget cycle as it pertains to financial accountability and headcount reporting that need to be addressed in the coming months.





June 6, 2019  
VIA HAND DELIVERY

To the Members of the Region 4 Board of Education:

The R4BOE needs to quickly reassure parents, taxpayers, students and other public officials that the board and its executive staff are being responsible stewards of the public's resources allocated to school purposes. You need to be able to knowledgeably assert that the educational program for the district is not imperiled by lax fiscal oversight, material audit weaknesses in internal controls and what seems to be a lack of accountability by the board or its supervisory staff to fully understand let alone take responsibility for the content of the district's financial statements.

Before you vote to transfer funds to wipe out a deficit originating in 2017-18 with money appropriated in 2018-19 and 2019-20, please make sure that you fully understand the extent of your statutory authority and what activities that you have already taken that might be re-characterized on audit or investigation as "transfers". You also need to make sure that the capital fund checking account fully ties out to your general ledger so that you have a clear picture of how your past actions will be characterized in light of statutory requirements.

In this regard, the statutory scheme is clear. You can set aside money to be spent for future capital needs if: (a) the board lawfully establishes a reserve fund (i.e., ask to see the resolution!); (b) the total of all appropriations transferred to the capital fund in a year do not exceed more than 1% of your budget; and (c) funds earmarked for specific capital purchases are authorized by the board before the money is spent. Also make sure that you won't need a supplemental appropriation (i.e. a referendum) to raise more funds or cut significant programs.

Without confirmation that you have the accounting in order, you might later find that:

- In 2017-18, there were transfers into the capital account equal to \$243,930. One percent transfer to capital reserve for the 2017-18 budget would be \$200,630 so the transfers for that year would have exceeded the statutory limit by \$43,300.
- In 2018-19, there were current year capital expenditures of \$122,986.86 and transfers of \$20,000, possibly leaving an additional transfer capacity of \$57,539.95 for FY 18-19 and a starting capital deficit of \$141,721 for FY19-20.

Please get the financial house in order. People in our area will happily support public education in town if they know that you are executing your duties to the best of your ability and accountable for outcomes. If you aren't, the kids will suffer twice – first because they will not have the resources they need and later the townspeople will refuse to support school budgets in response to (perceived or actual) fiscal mismanagement.

Sincerely,

Michael Hammond, Essex

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT  
A FUTURE MEETING  
Joint Board of Education Committee**

**June 10, 2019**

A special meeting of the Joint Board of Education Committee was held on Monday, June 10, 2019 in the John Winthrop Middle School Library, with the following Board Members present:

CHESTER BOARD OF EDUCATION:	David Fitzgibbons, Robert Bibbiani, Charlene Fearon, Becky Iselin, Tom Englert, Theresa Myers, John Stack, Rebecca Greenberg-Ellis, Maria Scherber
DEEP RIVER BOARD OF EDUCATION:	Paula Weglarz, Missy Campbell, Miriam Morrissey, Robert Ferretti, Tracy Dickson, Lenore Grunko, David Berardis, Imran Munawar
ESSEX BOARD OF EDUCATION:	Lon Seidman, Mark Watson, DG Fitton, Loretta McCluskey, Judie McCann, Carolyn Rotella
REGION 4 BOARD OF EDUCATION:	Jennifer Clark, Mario Gioco, Kate Sandmann, Jane Cavanaugh, DG Fitton, Trisha Brookhart, Lori Ann Clymas, Rick Daniels

**CALL TO ORDER**

Supervision District Committee Chair Lon Seidman called the meeting to order at 7:00 p.m.

The Chairs of the Chester, Deep River, Essex and Region 4 Boards of Education called their respective Boards to order at 7:00 p.m.

On motion duly made and seconded, the Chester, Deep River, Essex and Region 4 Boards unanimously VOTED to move into Executive Session at 7:00 for the purpose of Interviewing the Search Committee's recommendation for the position of Superintendent.

The Chester, Deep River, Essex and Region 4 Boards moved out of Executive Session at approx. 7:40 p.m.

On motion duly made and seconded, the Chester, Deep River, Essex and Region 4 Boards unanimously VOTE to appoint Brian J. White as Superintendent of Schools effective July 01, 2019.

**ADJOURNMENT:**

On motion duly made and seconded, all Boards unanimously VOTED to adjourn at approx. 7:45 p.m.

DRAFT for possible approval at Oct. Joint BOE meeting  
Voting only on Jan-Dec 2020  
Dates starting on 2<sup>nd</sup> page

DRAFT for possible approval at Oct. Joint BOE meeting  
Voting only on Jan-Dec 2020  
Dates starting on 2<sup>nd</sup> page

Regional School District 4- Chester – Deep River – Essex  
**CALENDAR OF BOARD OF EDUCATION MEETINGS & WORKSHOPS**  
August 2019 through December 2020

<u>Board</u>	<u>REGION 4</u>	<u>ESSEX</u>	<u>DEEP RIVER</u>	<u>CHESTER</u>	<u>SUPERVISION &amp; JOINT BOE</u>
Time and Venue (unless otherwise noted)	7:00 p.m. at JWMS	7:00 p.m. at EES	7:00 p.m. at DRES	7:00 p.m. at CES	6:30 p.m. & 7:00 p.m. at JWMS
August 2019	R4BOE Aug. 26, 2019 *6:00 p.m. held in Central Office	No mtgs.	No mtgs.	No mtgs.	Supv. Dist. ONLY Aug. 26, 2019 *7:00 p.m. held in Central Office
September 2019	R4 BOE Sept. 05, 2019	EES BOE Sept. 12, 2019	DRES BOE Sept. 19, 2019	CES BOE Sept 26, 2019	
October 2019	R4 BOE Oct. 03, 2019 *Immediately following Joint BOE mtg.				SD & JOINT BOE Oct. 03, 2019
November 2019	R4 BOE Nov. 07, 2019	EES BOE Nov. 14, 2019	DRES BOE Nov. 21, 2019	CES BOE Nov. 25, 2019* Set on <b>Monday</b> due to holiday conflict	
December 2019					Dec. 03, 2019* Supv. District Budget Wkshp 1 *6:00 pm
					SD & JOINT BOE Dec. 05, 2019

**DRAFT**

<u>Board</u>	<u>REGION 4</u>	<u>ESSEX</u>	<u>DEEP RIVER</u>	<u>CHESTER</u>	<u>SUPERVISION &amp; JOINT BOE</u>
Time and Venue (unless otherwise noted)	7:00 p.m. at JWMS	7:00 p.m. at EES	7:00 p.m. at DRES	7:00 p.m. at CES	6:30 p.m. & 7:00 p.m. at JWMS
January 2020	R4 BOE Jan. 07, 2020 *Set on Tuesday	EES BOE Jan. 09, 2020	DRES BOE Jan. 16, 2020	CES BOE Jan. 23, 2020	Jan. 08, 2020* Supv. District Budget Wkshp 2 *6:00 pm
	R4 BOE Jan. 22, 2020* Budget Wkshp 1 *6:00 pm	EES BOE Jan 21, 2020* Budget Wkshp 1 *6:00 pm	DRES BOE Jan 29, 2020* Budget Wkshp 1 *6:00 pm	CES BOE Jan. 30, 2020* Budget Wkshp 1 *6:00 pm	Jan. 14, 2020* Supv. District Budget Wkshop 3 *6:00 pm
February 2020	R4 BOE Feb. 10, 2020* Budget Wkshp 2 *6:00 pm	EES BOE Feb 12, 2020* Budget Wkshp 2 *6:00 pm	DRES BOE Feb. 18, 2020* Budget Wkshp 2 * 6:00 pm	CES BOE Feb. 11, 2020* Budget Wkshp 2 *6:00 pm	Feb. 03, 2020* Supv. District Public Meeting *7:00 pm
	R4 BOE Feb 19, 2020* Budget Wkshp 3 *6:00 pm	EES BOE Feb 25, 2020* Budget Wkshp 3 *6:00 pm	DRES BOE Feb. 27, 2020* Budget Wkshp 3 *6:00 pm		SD & JOINT BOE Feb. 20, 2020 Possible <b>Vote</b> on 2020-21 SD budget (regular meetings re-set from Feb 6 <sup>th</sup> )
March 2020	R4 BOE March 05, 2020 Possible <b>Vote</b> on 2020-21 R4 budget	EES BOE Mar. 12, 2020 Possible <b>Vote</b> on 2020-21 budget	DRES BOE Mar. 19, 2020 Possible <b>Vote</b> on 2020-21 budget	CES BOE Mar. 03, 2020* Budget Wkshp 3 *6:00 pm	
				CES BOE Mar. 26, 2020 Possible <b>Vote</b> on 2020-21 budget	



<b>DRAFT</b>					
<u>Board</u>	<u>REGION 4</u>	<u>ESSEX</u>	<u>DEEP RIVER</u>	<u>CHESTER</u>	<u>SUPERVISION &amp; JOINT BOE</u>
Time and Venue (unless otherwise noted)	7:00 p.m. at JWMS	7:00 p.m. at EES	7:00 p.m. at DRES	7:00 p.m. at CES	6:30 p.m. & 7:00 p.m. at JWMS
April 2020	R4 BOE Public Hearing & Special Mtg. April 01, 2020				SD & JOINT BOE April 02, 2020
	R4 BOE April 02, 2020 *Immediately following Joint BOE mtg.				
	R4 BOE May 04, 2020 Annual Meeting				
May 2020	R4 BOE May 05, 2020 Referendum				
	R4 BOE May 07, 2020	EES BOE May 14, 2020	DRES BOE May 21, 2020	CES BOE May 28, 2020	
June 2020					SD & JOINT BOE June 04, 2020
July 2020	No mtgs.	No mtgs.	No mtgs.	No mtgs.	No mtgs.

<b>DRAFT</b>				
<u>Board</u>	<u>REGION 4</u>	<u>ESSEX</u>	<u>DEEP RIVER</u>	<u>CHESTER</u>
				<u>SUPERVISION &amp; JOINT BOE</u>
Time and Venue (unless otherwise noted)	7:00 p.m. at JWMS	7:00 p.m. at EES	7:00 p.m. at DRES	7:00 p.m. at CES
August 2020	R4BOE Tues., Aug. 04, 2020 *4:00 p.m.	No mtgs.	No mtgs.	No mtgs.  Supv. Dist. ONLY Tues., Aug. 04, 2020 *5:00 p.m.
September 2020	R4 BOE Sept. 03, 2020	EES BOE Sept. 10, 2020	DRES BOE Sept. 17, 2020	CES BOE Sept 24, 2020
October 2020	R4 BOE Oct. 01, 2020 *Immediately following Joint BOE mtg.			SD & JOINT BOE Oct. 01, 2020
November 2020	R4 BOE Nov. 05, 2020	EES BOE Nov. 12, 2020	DRES BOE Nov. 19, 2020	CES BOE Nov. 23, 2020* Set on <b>Monday</b> due to holiday conflict
December 2020				Dec. 01, 2020* Supv. District Budget Wkshp 1 *6:00 pm
				SD & JOINT BOE Dec. 03, 2020

<b>JOINT BOE COMMITTEES @ CO</b>		
Usually Bi-monthly (summers off)		
<b>FINANCE</b> *6:30 p.m.	<b>POLICY</b> *6:30 p.m.	<b>CURRICULUM</b> *9:00 a.m. as of 2020
Sept. 24, 2019	Sept. 16, 2019	Sept. 17, 2019
Nov. 19, 2019	Nov. 18, 2019	Nov. 19, 2019 6:30 p.m.
Jan 28, 2020	Jan. 27, 2020	Jan. 28, 2020
Mar. 31, 2020	Mar. 16, 2020	Mar. 24, 2020
May 26, 2020	May 18, 2020	May 13, 2020
Sept. 29, 2020	Sept. 21, 2020	Sept. 22, 2020
Nov. 17, 2020	Nov. 16, 2020	Nov. 17, 2020

<b>ALL BOARD CHAIRS @ CO @ 6:30 Bi-monthly (summers off)</b>
September 18, 2019
November 20, 2019
No meeting in Jan.
March 18, 2020
May 20, 2020
September 16, 2020
November 18, 2020



Regional School District 4  
Chester - Deep River - Essex - Region 4  
FY20 JOINT FINANCIAL REPORT  
OCTOBER 3, 2019

Encl #4

BUDGET SUMMARY / EXPENDITURES BY OBJECT CODE	CHESTER			DEEP RIVER			ESSEX			REGION 4			SUPERVISION			COMBINED		
	2019-2020 Approved Budget	2019-2020 YTD Expenses	2019-2020 Surplus/ Deficit	2019-2020 Approved Budget	2019-2020 YTD Expenses	2019-2020 Surplus/ Deficit	2019-2020 Approved Budget	2019-2020 YTD Expenses	2019-2020 Surplus/ Deficit	2019-2020 Approved Budget	2019-2020 YTD Expenses	2019-2020 Surplus/ Deficit	2019-2020 Approved Budget	2019-2020 YTD Expenses	2019-2020 Surplus/ Deficit	2019-2020 Approved Budget	2019-2020 YTD Expenses	2019-2020 Surplus/ Deficit
Salaries (100)	3,077,730	299,072	2,778,658	3,373,760	490,422	2,883,338	4,491,334	505,940	3,985,394	10,769,156	668,137	10,101,018	4,774,662	591,885	4,182,777	26,486,642	2,555,456	23,931,185
Employee Benefits (200)	1,063,384	169,701	893,683	1,151,028	159,414	991,614	1,565,722	420,128	1,145,594	3,254,923	978,631	2,276,292	1,522,480	453,867	1,068,613	8,557,537	2,181,740	6,375,797
Professional & Technical Services (300)	87,656	5,711	81,945	89,413	12,239	77,174	165,467	32,243	133,224	490,621	33,898	456,723	282,481	155,435	127,046	1,119,638	239,526	876,112
Purchased Property Services (400)	206,648	15,903	190,745	244,282	27,615	216,667	483,226	92,792	390,434	1,085,215	472,633	612,582	39,300	3,048	36,252	2,058,671	611,990	1,446,681
Other Purchased Services (500)	241,162	38,120	203,042	245,719	81,071	164,648	551,211	91,207	460,005	2,545,124	336,188	2,208,936	989,134	12,531	976,603	4,572,350	559,116	4,013,234
Supplies (600)	188,525	55,691	132,834	144,283	55,105	89,178	201,463	31,345	170,118	621,601	58,683	562,918	112,422	6,335	106,087	1,268,293	207,158	1,061,135
Property (700)	0	0	0	11,139	3,997	7,142	0	0	0	17,960	3,318	14,642	0	0	0	29,099	7,315	21,784
Other Objects (800)	3,872	2,247	1,625	4,656	4,212	444	5,553	3,386	2,167	319,851	170,202	149,649	8,924	6,689	2,235	342,856	186,735	156,121
Debt Service (900)										1,468,225	209,600	1,258,625			0	1,468,225	209,600	1,258,625
TOTAL	4,868,977	586,445	4,282,532	5,264,280	834,074	4,430,206	7,463,976	1,177,040	6,286,936	20,572,675	2,931,290	17,641,385	7,729,403	1,229,789	6,499,614	45,899,311	6,758,638	39,140,673
GRAND TOTAL	4,868,977	586,445	4,282,532	5,264,280	834,074	4,430,206	7,463,976	1,177,040	6,286,936	20,572,675	2,931,290	17,641,385	7,729,403	1,229,789	6,499,614	45,899,311	6,758,638	39,140,673



## Students

### Suspension and Expulsion/Due Process

#### I. Definitions

- A. **Dangerous Instrument** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.
- B. **Deadly Weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A weapon such as a pellet gun and/or air soft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g., hunting); type of projectile; force and velocity of discharge; method of discharge (i.e., spring v. CO2 cartridge); and potential for serious bodily harm or death.
- C. **Electronic Defense Weapon** means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.
- D. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- E. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- F. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one (1) calendar year.
- G. **Firearm**, as defined in 18 U.S.C § 921, means (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. The term firearm does not include an antique firearm. As used in this definition, a "**destructive device**" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar



## Students

### Suspension and Expulsion/Due Process

device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device or any device from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.

- H. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.
- I. **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa, chinese star, or other martial arts weapons.
- J. **Removal** is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
- K. **School Days** shall mean days when school is in session for students.
- L. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.
- M. **Seriously Disruptive of the Educational Process**, as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.
- N. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.

## Students

### Suspension and Expulsion/Due Process

- O. **Weapon** means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under Section 29-38 of the Connecticut General Statutes.

Notwithstanding the foregoing definitions, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.

## II. Scope of the Student Discipline Policy

### A. Conduct on School Grounds or at a School-Sponsored Activity:

Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property; ~~or~~ is seriously disruptive of the educational process; ~~or that~~ and violates a publicized policy of the Board.

### B. Conduct off School Grounds:

1. Students may be suspended or expelled for conduct off school grounds if such conduct is seriously disruptive of the educational process and violative of a publicized policy of the Board. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the impartial hearing board may consider, but such consideration shall not be limited to, the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in section Conn. Gen. Stat. § 29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol.

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and/or the impartial hearing board may also consider whether such off-campus conduct involved the illegal use of drugs.

**Students****Suspension and Expulsion/Due Process****III. Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion**

Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion) includes conduct on school grounds or at a school-sponsored activity (including on a school bus), and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. A walkout from or a sit-in within a classroom or school building or school grounds.
7. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin, or ancestry.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
9. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
10. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether

**Students****Suspension and Expulsion/Due Process**

functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.

11. Possession of any ammunition for any weapon described in paragraph 10 above.
12. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
13. Unauthorized possession, sale, distribution, use, consumption, or aiding in the procurement of tobacco, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances. For the purposes of this paragraph, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
14. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
15. Unauthorized possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in paragraph 13 above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended

**Students****Suspension and Expulsion/Due Process**

or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.

16. The destruction of real, personal or school property, such as, cutting defacing or otherwise damaging property in any way.
17. Refusal by a student to identify himself/herself to a staff member when asked, or misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
18. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
19. Accumulation of offenses such as school and class tardiness, class or study hall cutting or failure to attend detention.
20. Trespassing on school grounds while on out-of-school suspension or expulsion.
21. Making false bomb threats or other threats to the safety of students, staff members and/or other persons.
22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution, or any other form of academic dishonesty, cheating or plagiarism.
27. Possession and inappropriate use of a cellular telephone, iPod, iPad, radio, walkman, CD player, blackberry, personal data assistant, walkie talkie, smart phone, mobile or handheld device or similar

## Students

### Suspension and Expulsion/Due Process

electronic device on school grounds or at a school-sponsored activity that is disruptive of the educational process, in violation of Board policy and/or administrative regulations regulating the use of such devices. (Please see Policy 5131.81 Addendum for VRHS)

28. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
29. Unauthorized use of any school computer, computer system, computer software, internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
30. Possession and/or use of a laser pointer.
31. Hazing.
32. Bullying, defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, which:
  - a. causes physical or emotional harm to such student or damage to such student's property;
  - b. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
  - c. creates a hostile environment at school for such student;
  - d. infringes on the rights of such student at school; or
  - e. substantially disrupts the education process or the orderly operation of a school.

Bullying includes, but is not limited to, repeated written, oral or electronic communications or physical acts or gestures based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or

**Students****Suspension and Expulsion/Due Process**

expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability or by association with an individual or group who has or is perceived to have one or more of such characteristics.

33. Cyberbullying, defined as any act of bullying through the use of the internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.
35. Any action prohibited by any federal or state law.
36. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means, or recording by electronic means acts of violence for purposes of later publication.
37. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.
38. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.
39. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.
40. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

**Students****Suspension and Expulsion/Due Process****IV. Procedures Governing Removal from Class**

- A. A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the principal or his/her designee at once.
- B. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.
- C. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class.

**V. Procedures Governing Suspension**

- A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend any student for breach of conduct as noted in Section III of this policy for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the steps defined in Regulation 5114.1 shall be followed.
- B. In cases where a student's suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before an impartial hearing board. The principal or designee shall report the student to the Superintendent or designee and request a formal hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible.

**VI. Procedures Governing In-School Suspension**

- A. The principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy, seriously disrupts the educational process or in other appropriate circumstances as determined by the principal or designee.



## Students

### Suspension and Expulsion/Due Process

- B. In-school suspension may not be imposed on a student without an informal hearing by the building principal or designee.
- C. In-school suspension may be served in the school that the student regularly attends or in any other school building within the jurisdiction of the Board.
- D. No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.
- E. The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.

## VII. Expulsion

- A. Procedures Governing Expulsion Recommendation
  - 1. A principal may consider recommendation of expulsion of a student in a case where he/she has reason to believe the student has engaged in conduct described at Sections II.A. and II.B., above.
  - 2. A principal must recommend expulsion proceedings in all cases against any student whom the administration has reason to believe:
    - a. was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 U.S.C. § 921 as amended from time to time; or
    - b. off school grounds, possessed a firearm as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or possessed and used a firearm as defined in 18 U.S.C. § 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under chapter 952 of the Connecticut General Statutes; or

## Students

### Suspension and Expulsion/Due Process

- c. was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§ 21a-277 and 21a-278.
  3. The terms “dangerous instrument,” “deadly weapon,” “electronic defense weapon,” “firearm,” and “martial arts weapon,” are defined above in Section I.
  4. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation. If the Superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to an impartial hearing board as established by this policy.
  5. In keeping with Conn. Gen. Stat. § 10-233d and the Gun-Free Schools Act, it shall be the policy of the Board to expel a student for one (1) full calendar year for the conduct described in subdivisions (a), (b), and (c) in subsection (2), above. For any mandatory expulsion offense, the impartial hearing board may modify the term of expulsion on a case-by-case basis.
  6. A period of expulsion may extend into the next school year.
- B. Procedures Governing Expulsion Hearing
1. Emergency Exception:
- Except in an emergency situation, the impartial hearing board shall, prior to expelling any student, conduct a hearing to be governed by the procedures outlined herein and consistent with the requirements of Conn. Gen. Stat. § 10-233d and the applicable provisions of the Uniform Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a. Whenever an emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.

## **Students**

### **Suspension and Expulsion/Due Process**

#### **2. Hearing Panel:**

Expulsion hearings will be conducted by an impartial hearing board composed of one (1) or more persons to hear and decide the expulsion matter. No member of the Board may serve on such impartial hearing board.

Each member of an impartial hearing board shall be a current or former attorney who does not have an interest in the outcome of the proceeding.

#### **3. The expulsion hearing procedures shall be conducted in accordance with Regulation 5114.1.**

### **VIII. Alternative Educational Opportunities for Expelled Students**

#### **A. Students under sixteen (16) years of age:**

Whenever the Board of Education expels a student under sixteen (16) years of age, it shall offer any such student an alternative educational opportunity.

#### **B. Students sixteen (16) to eighteen (18) years of age:**

The Board of Education shall provide an alternative education to a sixteen (16) to eighteen (18) year old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education, except as follows. The Board of Education is not required to offer an alternative program to any student between the ages of sixteen (16) and eighteen (18) who is expelled for the second time, or if it is determined at the hearing that (1) the student possessed a dangerous instrument, deadly weapon, firearm or martial arts weapon on school property or at a school-sponsored activity, or (2) the student offered a controlled substance for sale or distribution on school property or at a school-sponsored activity. The Board of Education shall count the expulsion of a pupil when he/she was under sixteen years of age for purposes of determining whether an alternative educational opportunity is required for such pupil when he/she is between the ages of sixteen (16) and eighteen (18).

#### **C. Students eighteen (18) years of age or older:**

The Board of Education is not required to offer an alternative educational program to expelled students eighteen (18) years of age or older.

## **Students**

### **Suspension and Expulsion/Due Process**

- D. Students identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"):

Notwithstanding Sections VIII.A through VIII.C above, if the Board of Education expels a student who has been identified as eligible for services under the IDEA, it shall offer an alternative educational program to such student in accordance with the requirements of IDEA, as it may be amended from time to time.

- E. Students for whom an alternative educational opportunity is not required:

The Board of Education may offer an alternative educational opportunity to a pupil for whom such alternative educational opportunity is not required as described in this policy.

### **IX. Procedures Governing Suspensions and Expulsions for Students Eligible under the IDEA or Section 504 of the Rehabilitation Act of 1973 ("Section 504").**

Notwithstanding any contrary provisions of this policy, the procedures governing the suspension and expulsion of students eligible under the IDEA or Section 504 shall be those outlined in Sections III and IV, respectively, of Regulation 5114.1.

### **X. Procedures Governing Expulsions for Students Committed to a Juvenile Detention Center**

- A. Any student who commits an expellable offense and is subsequently committed to a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement for such offense may be expelled by the impartial hearing board in accordance with the provisions of this section. The period of expulsion shall run concurrently with the period of commitment to a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement.
- B. If a student who committed an expellable offense seeks to return to a school district after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement and such student has not been expelled by the Board of Education for such offense under subdivision (A) of this subsection, the Board shall allow such student to return and may not expel the student for additional time for such offense.

**Students****Suspension and Expulsion/Due Process****XI. Early Readmission to School**

An expelled student may apply for early readmission to school. The Board delegates the authority to make decisions on readmission requests to the Superintendent. Students desiring readmission to school shall direct such readmission requests to the Superintendent. The Superintendent has the discretion to approve or deny such readmission requests, and may condition readmission on specified criteria.

**XII. Dissemination of Policy**

The Board of Education shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parent(s) and/or guardian(s) of this policy.

**XIII. Compliance with Documentation and Reporting Requirements**

- A. The Board of Education shall include on all disciplinary reports the individual student's state-assigned student identifier (SASID).
- B. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
- C. If the Board of Education expels a student for sale or distribution of a controlled substance, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.
- D. If the Board of Education expels a student for possession of a deadly weapon or firearm, as defined in Conn. Gen. Stat. § 53a-3, the violation shall be reported to the local police.

## Students

### Suspension and Expulsion/Due Process

#### Legal Reference:

##### Connecticut General Statutes:

P.A. 19-91, An Act Concerning Various Revisions and Additions to the Education Statutes

§§ 4-176e through 4-180a and § 4-181a Uniform Administrative Procedures Act

§§ 10-233a through 10-233e Suspension and expulsion of students

§ 10-233f In-school suspension of students

§ 21a-408a through 408p Palliative Use of Marijuana

§ 29-38 Weapons in vehicles

§ 53a-3 Definitions

§ 53a-206 (definition of “weapon”)

Packer v. Board of Educ. of the Town of Thomaston, 246 Conn. 89 (1998)

State v. Hardy, 896 A.2d 755, 278 Conn. 113 (2006)

State v. Guzman, 955 A.2d 72, 2008 Conn. App. LEXIS 445 (Sept. 16, 2008)

##### Federal law:

Honig v. Doe, 484 U.S. 305 (1988)

Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., as amended by the Individuals with Disabilities Education Improvement Act of 2004, Pub. L. 108-446.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).

18 U.S.C. § 921 (definition of “firearm”)

18 U.S.C. § 930(g)(2) (definition of “dangerous weapon”)

18 U.S.C. § 1365(h)(3) (identifying “serious bodily injury”)

21 U.S.C. § 812(c) (identifying “controlled substances”)

34 C.F.R. § 300.530 (defining “illegal drugs”)

Gun-Free Schools Act, Pub. L. 107-110, Sec. 401, 115 Stat. 1762 (codified at 20 U.S.C. § 7151)

Board Policy cross-reference: 5131.8 Conduct off School Grounds

Policy Revised: October 02, 2014

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

REGIONAL SUPERVISION DISTRICT

## Business

### Purchasing Authority

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

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

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

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

#### Signing Authority Levels

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

\*all capital expenditures regardless of amount

### Goods and Services Purchasing

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



## **Expense Reimbursements**

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

Policy reviewed:

May 21, 2018

Policy revised: TBD

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

## Business and Non-Instructional Operations

### Student Activity Funds

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

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

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

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

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

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

Legal Reference: Connecticut General Statutes

### 10-237 School activity funds

Policy revised April 07, 2011-  
**Policy Revised TBD**

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

## Students

### Administering Medications

#### A. Definitions

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

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

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

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

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

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

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

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

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

Error means:

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

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

## Students

### Administering Medications (continued)

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

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

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

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

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

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

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

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

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

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

## Students

### Administering Medications (continued)

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

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

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

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

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

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

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

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

Principal means the administrator in the school.

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

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

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

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

## Students

### Administering Medications (continued)

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

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

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

#### B. General Policies On Administration of Medications

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



## Students

### Administering Medications (continued)

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

## Students

### Administering Medications (continued)

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



## Students

### Administering Medications (continued)

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

## Students

### Administering Medications (continued)

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

## Students

### Administering Medications (continued)

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

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

### C. Diabetic Students

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

## Students

### Administering Medications (continued)

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

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

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

## Students

### Administering Medications (continued)

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

## Students

### Administering Medications (continued)

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

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

### E. Naloxone for Purposes of Emergency First Aid

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

## Students

### Administering Medications (continued)

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

## Students

### Administering Medications (continued)

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

### F. Documentation and Record Keeping

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



## Students

### Administering Medications (continued)

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

## Students

### Administering Medications (continued)

#### G. Errors In Medication Administration

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

#### H. Medication Emergency Procedures

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

## Students

### Administering Medications (continued)

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

#### I. Supervision

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

## Students

### Administering Medications (continued)

- results in desired student outcomes, including providing proper notification to appropriate employees or contractors regarding the contents of such medical plans; and
  - (vi) provide consultation by telephone or other means of telecommunications, which consultation may be provided by an authorized prescriber or other nurse in the absence of the school nurse.
- (b) In addition, the school nurse shall be responsible for:
  - (i) implementing policies and procedures regarding the receipt, storage, and administration of medications;
  - (ii) reviewing, on a periodic basis, all documentation pertaining to the administration of medications for students;
  - (iii) performing observations of the competency of medication administration by full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals designated in accordance with Section B(3)(g), above, who have been newly trained to administer medications; and,
  - (iv) conducting periodic reviews, as needed, with licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals designated in accordance with Section B(3)(g), above, regarding the needs of any student receiving medication.

### J. Training of School Personnel

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

## Students

### Administering Medications (continued)

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

### K. Handling, Storage and Disposal of Medications

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

## Students

### Administering Medications (continued)

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

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

## Students

### Administering Medications (continued)

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

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



## Students

### Administering Medications (continued)

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

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

## Students

### Administering Medications (continued)

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

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

### M. Review and Revision of Policy

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

## Students

### Administering Medications (continued)

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

### Legal References:

#### Connecticut General Statutes:

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

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

#### Regulations of Conn. State Agencies:

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

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

Policy revised: TBD

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

## 5141.21(a)

### Students

#### Administering Medications

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

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

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

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

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

## Students

### Administering Medications (continued)

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

Legal Reference: Connecticut General Statutes

10-212a Administration of medicines by school personnel.

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

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

Policy adopted: November 10, 1997

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

## CT State General Statute Chapter 164

**Sec. 10-51. Fiscal year. Budget. Payments by member towns; adjustments to payments. Investment of funds. Temporary borrowing. Reserve funds.** (a) The fiscal year of a regional school district shall be July first to June thirtieth. Except as otherwise provided in this subsection, not less than two weeks before the annual meeting held pursuant to section 10-47, the board shall hold a public district meeting to present a proposed budget for the next fiscal year. Any person may recommend the inclusion or deletion of expenditures at such time. After the public hearing, the board shall prepare an annual budget for the next fiscal year, make available on request copies thereof and deliver a reasonable number to the town clerk of each of the towns in the district at least five days before the annual meeting. At the annual meeting on the first Monday in May, the board shall present a budget which includes a statement of (1) estimated receipts and expenditures for the next fiscal year, (2) estimated receipts and expenditures for the current fiscal year, (3) estimated surplus or deficit in operating funds at the end of the current fiscal year, (4) bonded or other debt, (5) estimated per pupil expenditure for the current and for the next fiscal year, and (6) such other information as is necessary in the opinion of the board. Persons present and eligible to vote under section 7-6 may accept or reject the proposed budget except as provided below. No person who is eligible to vote in more than one town in the regional school district is eligible to cast more than one vote on any issue considered at a regional school district meeting or referendum held pursuant to this section. Any person who violates this section by fraudulently casting more than one vote or ballot per issue shall be fined not more than three thousand five hundred dollars and shall be imprisoned not more than two years and shall be disenfranchised. The regional board of education may, in the call to the meeting, designate that the vote on the motion to adopt the budget shall be by paper ballots at the district meeting held on the budget or by a “yes” or “no” vote on the voting tabulators in each of the member towns on the day following the district meeting. If submitted to a vote by voting tabulator, questions may be included on the ballot for persons voting “no” to indicate whether the budget is too high or too low, provided the vote on such questions shall be for advisory purposes only and not binding upon the board. Two hundred or more persons qualified to vote in any regional district meeting called to adopt a budget may petition the regional board, in writing, at least three days prior to such meeting, requesting that any item or items on the call of such meeting be submitted to the persons qualified to vote in the meeting for a vote by paper ballot or on the voting tabulators in each of the member towns on the day following the district meeting and in accordance with the appropriate procedures provided in section 7-7. If a majority of such persons voting reject the budget, the board shall, within four weeks thereafter and upon notice of not less than one week, call a district meeting to

consider the same or an amended budget. Such meetings shall be convened at such intervals until a budget is approved. If the budget is not approved before the beginning of a fiscal year, the disbursing officer for each member town, or the designee of such officer, shall make necessary expenditures to such district in amounts equal to the total of the town's appropriation to the district for the previous year and the town's proportionate share in any increment in debt service over the previous fiscal year, pursuant to section 7-405 until the budget is approved. The town shall receive credit for such expenditures once the budget is approved for the fiscal year. After the budget is approved, the board shall estimate the share of the net expenses to be paid by each member town in accordance with subsection (b) of this section and notify the treasurer thereof. With respect to adoption of a budget for the period from the organization of the board to the beginning of the first full fiscal year, the board may use the above procedure at any time within such period. If the board needs to submit a supplementary budget, the general procedure specified in this section shall be used.

(b) For the purposes of this section, "net expenses" means estimated expenditures, including estimated capital expenditures, less estimated receipts as presented in a regional school district budget. On the date or dates fixed by the board, each town in the district shall pay a share of the cost of capital outlay, including costs for school building projects under chapter 173, and current expenditures necessary for the operation of the district. The board shall determine the amount to be paid by each member town as follows: (1) In an amount that bears the same ratio to the net expenses of the district as the number of pupils resident in such town in average daily membership in the regional school district during the preceding school year bears to the total number of such pupils in all the member towns, provided that the board may recalculate such amount based on the number of pupils in average daily membership in the regional school district for the current school year and may adjust each member town's payment to the regional school district for the following fiscal year by the difference between the last such payment and the recalculated amount, or (2) in an amount established pursuant to an agreement, approved by the State Board of Education, among such member towns, provided if the payment by any such member town deviates in an amount that is greater than or equal to one per cent of the amount established in such agreement, the state board shall review and may approve or reject such deviation. Until the regional school district has been in operation for one year, such amounts shall be based on the average daily membership of pupils in like grades from each of such towns at any school at which children were in attendance at the expense of such towns during the preceding school year or in accordance with the provisions of the agreement between the member towns described in subdivision (2) of this subsection.

(c) The board shall deposit or invest temporarily any funds which are not needed immediately for the operation of the school district as permitted in section 7-400 or 7-402. Any income derived from such deposits or investments shall be used at least



semiannually to reduce the net expenses. The board shall use any budget appropriation which has not been expended by the end of the fiscal year to reduce the net expenses of the district for the following fiscal year. The board may borrow funds temporarily and issue notes or other obligations, and pay interest thereon, in anticipation of payments to be made to it by a member town or the state, for the operation of its schools. Such notes or obligations shall be authorized by resolution of the board, and shall be general obligations of the regional school district and its member towns. The date, maturity, interest rate, form, manner of sale and other terms of such notes or other obligations shall be determined by the board or any officer or body to whom the board delegates authority to make such determinations. Such notes may be renewed from time to time, provided all such notes shall mature and be payable no later than the end of the fiscal year during which such member town or state payments are payable.

(d) (1) Prior to June 7, 2006, upon the recommendation and the approval of a majority of members on the board, a regional board of education may create a reserve fund to finance a specific capital improvement or the acquisition of any specific piece of equipment. Such fund shall thereafter be termed "reserve fund for specific capital improvements or equipment purchases". No annual appropriation to such fund shall exceed one per cent of the annual district budget. Appropriations to such fund shall be included in the share of net expenses to be paid by each member town until the fund established pursuant to this subdivision is discontinued. The board shall annually submit a complete and detailed report of the condition of such fund to the member towns. Such fund may be discontinued, after recommendation by the board and approval by the board, and any amounts held in the fund shall be transferred to the general fund of the district.

(2) On and after June 7, 2006, a regional board of education, by a majority vote of its members, may create a reserve fund for capital and nonrecurring expenditures. Such fund shall thereafter be termed "reserve fund for capital and nonrecurring expenditures". The aggregate amount of annual and supplemental appropriations by a district to such fund shall not exceed one per cent of the annual district budget for such fiscal year. Annual appropriations to such fund shall be included in the share of net expenses to be paid by each member town. Supplemental appropriations to such fund may be made from estimated fiscal year end surplus in operating funds. Interest and investment earnings received with respect to amounts held in the fund shall be credited to such fund. The board shall annually submit a complete and detailed report of the condition of such fund to the member towns. Upon the recommendation and approval by the regional board of education, any part or the whole of such fund may be used for capital and nonrecurring expenditures, but such use shall be restricted to the funding of all or part of the planning, construction, reconstruction or acquisition of any specific capital improvement or the acquisition of any specific item of equipment. Upon the approval of any such expenditure an appropriation shall be set up, plainly designated

for the project or acquisition for which it has been authorized, and such unexpended appropriation may be continued until such project or acquisition is completed. Any unexpended portion of such appropriation remaining after such completion shall revert to said fund. If any authorized appropriation is set up pursuant to the provisions of this subsection and through unforeseen circumstances the completion of the project or acquisition for which such appropriation has been designated is impossible to attain the board, by a majority vote of its members, may terminate such appropriation which then shall no longer be in effect. Such fund may be discontinued, after the recommendation and approval by the regional board of education, and any amounts held in the fund shall be transferred to the general fund of the district.