



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

To: Members of the Chester, Deep River, Essex, and Region 4 Boards of Education
Subject: **February 21, 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 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 December 03, 2018 (encl #1)

3. Other Items

- 3.1 Special Education Program Presentation - *S. Smalley, J. Nucci*

4. 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.

5. Reports

5.1 Superintendent's report

- a. High Level Financial Status Updates for all Boards - *K. Allen* (encl #2)

- b. Possible VOTE to approve the 2019-20 Supervision District Budget as presented

5.2 Committee reports.

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

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

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

- b.1 Second Reading and possible VOTE on the Joint BOE Policy Committee's recommendation to approve revisions to the following policies:

#5141.4 Students – Reporting Suspected Abuse (*encl #3*)
 #5131.81 Students - Use of Private Technology (*encl #4*)
 #3323 Business – Soliciting Prices (*encl #5*)

- b.2 Possible VOTE to approve the Joint BOE Policy and Joint BOE Finance Committees' recommendation to remove the following policy from the policy manual and instead reference the current Business Manual in the Table of Contents for:

#3324 Business – Ordering Goods and Services (Purchase Orders) (*encl #6*)

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

#3260 Business - Sales and Disposal of Books, Equipment and Supplies (*encl #7*)
 #5118 Students – Non Resident Attendance AND related policy
 #3240 Business – Tuition Fees (*encl #8*)

- c. Finance committee report (8 members) (*TBD*)

- d. Curriculum committee (9 members) (*T. Dickson*)

- e. Ad hoc committees (as needed).
 School Security Advisory Committee (*D.G. Fitton*)

5.3 Assistant Superintendent's report. – *K. Martineau*

- a. Update on Professional Development
 b. Update on Curriculum

6. 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.

7. Future agenda items

7.1 Next Regular Joint BOE Meeting, April 04, 2019 @ 7:00 p.m.

8. Adjournment



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

Joint BOE Standing Committees (standing committees have regularly scheduled meetings)			
*Joint PK-12 Policy Sub-Committee	R4(Sandmann/Clymas/Grow) CH(Iselin/Scherber) DR(Resnisky/Massey) ES (Seidman/McCluskey)		
*Joint PK-12 Curriculum Sub-Comm.	R4(Cavanaugh/Brookhart) CH(Bibbiani/Fearon) DR(T.Dickson/Grunko) ES(Rotella/McCann)		
*Joint PK-12 Finance Sub-Committee	R4 (Gioco/Clark/Daniels) CH (Stack/Englert) DR (Munawar/Ferretti) ES (TBD/Watson)		
Supervision District Committee (2 yr terms end in Nov. of the year listed after each name)	R4 (Cavanaugh 19 / Gioco 19 / Clark 19) CH (Fearon 19 /Fitzgibbons 19 / Stack 19) DR (Weglarz 19 / Ferretti 19 / Morrissey 19) ES (Fitton 19 /McCluskey 19 / Seidman 19)		
Joint Ad Hoc Committees (ad hoc committees meet for a designated period or as needed)			
Personnel & Negotiations		Contract duration	Initiate negotiations
- Joint BOE Teacher negotiations	R4 (Daniels/Brookhart Alt.) CH (Stack/Englert Alt.) DR (Morrissey/Weglarz Alt.) ES (Fitton/Watson)	Expires 7/2019	6/2018
- Joint BOE Administrator negotiations	Same as ABOVE for Teacher negotiations	Expires 7/2020	9/2019
- Joint BOE Paraeducator negotiations	Same as BELOW for Net Tech et al.	Expires 7/2020	3/2019
- Joint BOE NetTechs et al negotiations (ElemSec/Elem Nurses/ElemNetTech/R4NetTEch/ElemCustodians)	R4 (Daniels/Brookhart Alt.) CH (Fitzgibbons, Stack) DR (Massey/Ferretti Alt.) ES (Fitton/Watson)	Expires 7/2021	3/2021
- Cafeteria (all schools)		Expires 7/2020	3/2020
Public Relations & Community Outreach	R4(TBD/TBD), CH (Bibbiani), ES (Seidman), DR (Wegalarz/TBD)		
Technology	R4(Gioco), CH(Englert), ES (Seidman), DR (Munawar)		
School Calendar	R4(Brookhart/Daniels), CH (Englert), ES (McCluskey), DR (Weglarz)		
LEARN Joint BOE representative(s)	R4(Cavanaugh), CH(Myers), ES(Rotella), DR(Munawar)		
School Security Advisory Committee	R4(TBD), CH(Greenberg-Ellis), DR(Weglarz), ES(Fitton)		
Tuition Committee	R4(Grow), CH (Stack), DR (Morrissey), ES (McCluskey /Seidman alt.)		
Transportation RFP Bid Review	R4(TBD), CH (Englert), DR (TBD), ES (TBD)		
Legal RFP Bid Review	R4(TBD), CH (Bibbiani), DR (TBD), ES (TBD)		
Individual BOE Ad Hoc Committees (ad hoc committees meet for a designated period or as needed)			
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
February 21, 2019 MEETING
Joint Board of Education Committee**

December 03, 2018

A regular meeting of the Joint Board of Education Committee was held on Monday, December 03, 2018 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, Maria Scherber

DEEP RIVER BOARD OF EDUCATION:

Paula Weglarz, Miriam Morrissey, Tracy
Dickson, Mary Massey, Tadria Ciaglo, Matt
Resnisky

ESSEX BOARD OF EDUCATION:

Lon Seidman, Mark Watson, DG Fitton, Judie
McCann

REGION 4 BOARD OF EDUCATION:

Jennifer Clark, Mario Gioco, Rick Daniels,
Jane Cavanaugh, DG Fitton, Michelle Grow,
Kate Sandmann (7:02 p.m. arrival), Lori Ann
Clymas (7:14 p.m. arrival)

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

Audience of Citizens: 1 present

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 Boards and Region 4 Board of Education called their respective Boards to order at 7:00 p.m.

CONSENT AGENDA

On motion duly made and seconded, the Chester (unanimously), Deep River (Y=5 / N=0 / abstention = 1 – Tracy Dickson MOTION PASSED), Essex (Y=3 / N=0 / abstention = 1 – Mark Watson MOTION PASSED), and Region 4 (Y=6 / N=0 / abstention = 1 – Jane Cavanaugh MOTION PASSED) Boards of Education VOTED to approve the consent agenda consisting of the minutes of the October 04, 2018 regular meeting of the Joint Board.

PUBLIC COMMENT – 1 present - no comments were made

OTHER ITEMS –

The Boards reviewed the proposed calendar of regular Board meetings for Jan. - Dec. 2019.

On motion duly made and seconded, the Chester, Deep River, Essex & Region 4 Boards of Education unanimously VOTED to approve the calendar of regular Board meetings for Jan. - Dec. 2019 as presented.

REPORTS

Financial Status Update

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

Superintendent's Report. Dr. Levy updated the Boards on the JWMS Principal search. An open search was conducted and the search committee concluded that they did not find a perfect match for the school. The Board will appoint an interim in the near future to complete the school year and they will reopen the search in the spring.

Chair Seidman provided a brief overview and history on legislation regarding Cooperative Agreements and work that has been accomplished in the past. He discussed the three possible options available or possibly to the boards i.e. do nothing; fully regionalize; or enter into a cooperative agreement, which would require legislative changes before that could become a true option. He discussed the challenges with each option. The next step is to continue asking the Hartford legislature to change the language by adding a cooperative agreement as one possible definition of an LEA. He noted that even if the legislature changes the, nothing would change for our local school districts unless they wanted to agree to enter into a cooperative agreement.

There was a brief discussion and Board members voiced opinions for and against developing a cooperative agreement option. Many members thanked Chair Seidman for the many years of work and dedication he has put into developing options for everyone to be able to consider.

Committee Reports

Joint BOE Policy Committee - There was a first reading on the following policies, which will now go to the individual BOE meetings in January for further discussion:

#5141.4 Students - Reporting Suspected Abuse

#5131.81 Students - Use of Private Technology

#3323 Business - Soliciting Prices

There was some discussion over the current purview of the Joint BOE Policy and Finance Committees. Some members of the Joint BOE Finance Committee voiced their opinion that only they should make recommendations on any financial policy (*3000 series* in the policy manual) directly to the Joint BOE for possible action. This would differ from the current process whereby the Joint BOE Finance Committee makes recommendations on the *3000 series* to the Joint BOE Policy Committee, who then reviews those recommendations along with the policy, as a whole, before moving recommendations before the Joint BOE for possible action.

On motion duly made and seconded the Chester, Deep River, Essex & Region 4 Boards unanimously VOTED to add a discussion of the process for reviewing the *3000 series* policies to the agenda.

A discussion of the process for reviewing the *3000 series* policies was held.

There was a motion made to allow the Joint BOE Finance Committee to pass through *3000 series* policies directly to the Joint BOE for first readings and possible future action providing those policie(s) don't intersect with other policies

A discussion on the motion was held. The motion was tabled and no action was taken. The process will continue without change for the time being.

The Joint BOE Finance Committee met on Nov. 27th. Ms. Allen reported the Committee reviewed three more *3000 series* policies and sent their recommendation on to Policy Committee for their future review. She also reported that the Finance Committee decided to meet monthly, due to the many meetings missed last year due to weather cancellations.

The Joint BOE Curriculum Committee met on Nov. 27th. Committee member Tracy Dickson reported that faculty member Matt Mesite gave them a math update for middle school, and the use of math resources. The Committee will be hear a presentation on International Baccalaureate program at their next meeting.

The School Security Advisory Committee met last week and will continue to meet monthly. Chair of the Committee, DG Fitton reported that the Committee prepared budget recommendations for the Supervision District 2019-20 budget that Administration will incorporate into their proposed 2019-20 budget. Access control and emergency egress are the top two needs for that budget. They will continue preparing recommendations for each of the individual Board budgets. Any recommendations will appear as individual lines in the appropriate proposed budgets.

John Stack reviewed the recommendations of the Tuition Ad Hoc Committee for a Tuition Fee structure effective 2019-20. He reviewed the pricing model which is based on variable pricing and designed to bring more student into district(s) for no additional costs. He discussed the idea of determining pricing controls which are to not exceed variable costs from year to year. He

also, mentioned that any marketing costs should be covered by tuition income that is brought in, so that the bottom line is budget positive. First and foremost tuition is intended to be a revenue generating mechanism. There was some discussion regarding the current process by which the districts may already accept tuition fee students. It was noted that because Board policy is currently in place to allow tuition students, the current discussion and vote is only regarding the structure and amount of the tuition fees to be charged by each school.

On motion duly made and seconded, the Chester, Deep River, Essex, and Region 4 Schools unanimously VOTED to approve the Tuition Fee structure as presented (see attached) minus the "bullet points" or "Ala cart" listings under Region 4, as the R4 BOE will make decisions regarding the specifics of those at a later date.

Assistant Superintendent's Report

Assistant Superintendent Martineau reported she had no new updates to provide the Boards since their last individual meetings and the earlier Joint BOE Curriculum Committee report.

PUBLIC COMMENTS: 2 present; no comments were made

FUTURE AGENDA ITEMS

- Next Regular Joint BOE Meeting, February 21, 2019 @ 7:00 p.m.

ADJOURNMENT:

On Motion duly made and seconded, the Chester, Deep River and Essex Boards of Education unanimously VOTED to adjourn at 8:15 p.m.

The Region 4 Board stayed in session to discuss the following business:

Discussion and possible VOTE to approve payment from the capital reserve fund for invoices #2018201_#2018214 received Nov. 15, 2018 from Advanced Environmental Interface, Inc. for work associated with mandated heating oil tank removal.

The following were presented for the approval of payment, from the capital reserve fund: Invoice 2018201 - \$12,344.22 and Invoice 2018214 - \$1500.00. The invoices were for professional services rendered, related to the project.

On motion duly made and seconded, the Region 4 BOE VOTED (Y = 5 Cavanaugh, Clymas, Fitton, Grow, Sandmann / No = 2 Daniels, Gioco / Abstentions = 0 – MOTION PASSED)

On motion duly made and seconded, the Region 4 BOE unanimously VOTED to adjourn at 8:30 p.m.

Respectfully Submitted,

Jennifer Bryan, Clerk

***Approved at Joint BOE meeting, Dec. 03, 2018 (minus High School bullet points – those are to be decided by Region 4 Board at a later date)**

Joint BOE Ad Hoc Tuition Committee Recommendation for Proposed Yearly Tuition Fee Structure for 2019-20*

High School - \$16,500/yr. – (2nd and subsequent children at VRHS would equal \$15,500/yr.)

(Plus fees for: International Baccalaureate(IB), Advanced Placement(AP), & Virtual High School(VHS) as applicable)

- ~~IB Diploma Programme – additional \$1,000/yr. for two years, non-refundable~~
- ~~AP – Responsible for additional testing fees~~
- ~~VHS – \$500 per course where available~~
- ~~Sports – *fees dependent on CIAC regulations~~
- ~~\$1,000/yr. discount on subsequent students from the same family~~

Middle School - \$15,500/yr. – (2nd and subsequent children at JWMS would equal \$14,500/yr.)

- \$1,000/yr. Discount on subsequent students from the same family

Elementary Schools - \$13,500/yr. – (subsequent students from same family discounts as listed below)

- \$13,500/yr. 1st Child
- \$13,000/yr. 2nd Child
- \$12,500/yr. 3rd Child
- \$12,000/yr. 4th and Subsequent Children

DISTRICT-WIDE BUDGET SUMMARY

2018 - 2019

Through December 31, 2018

OJECT	Chester Elementary			Deep River Elementary			Essex Elementary		
	2018-2019 BUDGET	2018-2019 EXPENDITURES /ENCUMBERED	2018-2019 PROJECTED SURPLUS (DEFICIT)	2018-2019 BUDGET	2018-2019 EXPENDITURES /ENCUMBERED	2018-2019 PROJECTED SURPLUS (DEFICIT)	2018-2019 BUDGET	2018-2019 EXPENDITURES /ENCUMBERED	2018-2019 PROJECTED SURPLUS (DEFICIT)
100 Salaries	3,045,744	3,005,668	40,076	3,465,886	3,451,513	14,373	4,600,374	4,548,932	51,442
200 Benefits	903,821	885,128	18,693	1,056,305	1,055,875	430	1,370,651	1,367,935	2,716
300 Purchased Services	89,513	87,588	1,925	61,533	102,623	(41,090)	167,276	161,228	6,048
400 Rental/Repairs	203,626	203,626	0	220,681	205,785	14,896	397,345	394,864	2,481
500 Other Purchased	227,576	229,351	(1,775)	229,278	253,116	(23,838)	609,819	619,578	(9,759)
600 Supplies	187,592	187,592	0	141,731	130,384	11,347	204,592	204,592	0
700 Equipment	1,800	1,772	28	15,602	2,832	12,770	15,149	12,089	3,060
800 Other	3,877	3,582	295	4,777	4,644	133	5,539	5,028	511
900 Debt Service									
TOTAL	4,663,549	4,604,307	59,242	5,195,793	5,206,772	(10,979)	7,370,745	7,314,246	56,499

OJECT	Region 4			Supervision			District-Wide Summary		
	2018-2019 BUDGET	2018-2019 EXPENDITURES /ENCUMBERED	2018-2019 PROJECTED SURPLUS (DEFICIT)	2018-2019 BUDGET	2018-2019 EXPENDITURES /ENCUMBERED	2018-2019 PROJECTED SURPLUS (DEFICIT)	2018-2019 BUDGET	2018-2019 EXPENDITURES /ENCUMBERED	2018-2019 PROJECTED SURPLUS (DEFICIT)
100 Salaries	10,399,765	10,037,103	362,662	4,238,879	4,154,378	84,501	25,750,648	25,197,594	553,054
200 Benefits	2,826,805	2,789,557	37,248	1,208,698	1,203,326	5,372	7,366,280	7,301,821	64,459
300 Purchased Services	482,308	441,189	41,119	269,148	284,482	(15,334)	1,069,778	1,077,110	(7,332)
400 Rental/Repairs	1,021,097	165,423	(40,026)	22,852	20,003	2,849	1,865,601	989,701	875,900
500 Other Purchased	2,746,338	2,781,586	(35,248)	967,597	955,275	12,322	4,780,608	4,838,906	(58,298)
600 Supplies	634,998	634,998	0	110,072	112,484	(2,412)	1,278,985	1,270,050	8,935
700 Equipment	44,907	44,907	0	0	0	0	77,458	61,600	15,858
800 Other	366,343	363,859	2,484	8,924	8,721	203	389,460	385,834	3,626
900 Debt Service	1,530,000	1,530,000	0			0	1,530,000	1,530,000	0
TOTAL	20,052,561	18,788,622	368,239	6,826,170	6,738,669	87,501	44,108,818	42,652,616	1,456,202

Students

Reporting Suspected Child Abuse and Neglect and Sexual Assault of Students by School Employees

Conn. Gen. Stat. Section 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe (1) that any child under eighteen has been abused or neglected, has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, or has been placed at imminent risk of serious harm, or (2) that any person who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, and the perpetrator is a school employee, to report such suspicions to the appropriate authority. In furtherance of this statute and its purpose, it is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, nonaccidental physical injury, imminent risk of harm or sexual assault of a student by a school employee, in accordance with the procedures set forth below.

1. Scope of Policy

This policy applies not only to school employees who are required by law to report suspected child abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm or sexual assault of a student by a school employee, but to ALL EMPLOYEES of the Board of Education.

2. Definitions

For the purposes of this policy:

"Abused" means that a child (a) has had physical injury or injuries inflicted upon him or her other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

"Neglected" means that a child (a) has been abandoned, or (b) is being denied proper care and attention, physically, educationally, emotionally or morally, or (c) is being permitted to live under conditions, circumstances or associations injurious to his well-being, or (d) has been abused.

"School employee" means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board of Education or who is working in a Board elementary, middle or high school; or (b) any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the Chester, Deep River, Essex and Region 4 Public Schools, pursuant to a contract with the Board of Education.

Students

Reporting of Child Abuse and Neglect (continued)

"Sexual assault" means, for the purposes of the mandatory reporting laws and this policy, a violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a of the Connecticut General Statutes. Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

"Statutory mandated reporter" means an individual required by Conn. Gen. Stat. Section 17a-101 et seq. to report suspected abuse and/or neglect of children or the sexual assault of a student by a school employee. The term "statutory mandated reporter" includes all school employees, as defined above, and any person who holds or is issued a coaching permit by the State Board of Education, is a coach of intramural or interscholastic athletics and is eighteen years of age or older.

3. What Must Be Reported

- a) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any child under the age of eighteen years:
 - i) has been abused or neglected;
 - ii) has had nonaccidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon him/her;
 - iii) is placed at imminent risk of serious harm; or
- b) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee:
 - i) sexual assault in first degree;
 - ii) aggravated sexual assault in the first degree;
 - iii) sexual assault in the second degree;
 - iv) sexual assault in the third degree;
 - v) sexual assault in the third degree with a firearm; or

Students

Reporting of Child Abuse and Neglect (continued)

- vi) sexual assault in the fourth degree.

Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

- c) The suspicion or belief of a Board employee may be based on factors including, but not limited to, observations, allegations, facts or statements by a child or victim, as described above or a third party. Such suspicion or belief does not require certainty or probable cause.

4. Reporting Procedures for Statutory Mandated Reporters

The following procedures apply only to statutory mandated reporters, as defined above.

When an employee of the Board of Education who is a statutory mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.

- (1) The employee shall make an oral report as soon as practicable, but not later than twelve hours after having reasonable cause to suspect or believe that a child has been abused or neglected, placed at imminent risk of serious harm, or is a victim of sexual assault by a school employee. Such oral report shall be made by telephone or in person to the Commissioner of Children and Families or the local law enforcement agency. The Department of Children and Families has established a 24 hour Child Abuse and Neglect Hotline at 1-800-842-2288 for the purpose of making such oral reports.
- (2) The employee shall also make an oral report as soon as practicable to the Building Principal or his/her designee, and/or the Superintendent or his/her designee. If the Building Principal is the alleged perpetrator of the abuse/neglect or sexual assault, then the employee shall notify the Superintendent or his/her designee directly.
- (3) In cases involving suspected or believed abuse, neglect or sexual assault of a student by a school employee, the Superintendent or his/her designee shall immediately notify the child's parent or guardian that such a report has been made.

Students**Reporting of Child Abuse and Neglect (continued)**

- (4) Not later than forty-eight hours after making an oral report, the employee shall submit a written report to the Commissioner of Children and Families or the Commissioner's designee containing all of the required information. The written report should be submitted on the DCF-136 form or any other form designated for that purpose.
- (5) The employee shall immediately submit a copy of the written report to the Building Principal or his/her designee and to the Superintendent or the Superintendent's designee.
- (6) If the report concerns suspected abuse, neglect or sexual assault of a student by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Commissioner of Children and Families (or his/her designee) shall submit a copy of the written report to the Commissioner of Education (or his/her designee).

5. Reporting Procedures for Employees Other Than Statutory Mandated Reporters

The following procedures apply only to employees who are not statutory mandated reporters, as defined above.

a) When an employee who is not a statutory mandated reporter and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.

- (1) The employee shall make an oral report as soon as practicable, but not later than twelve hours after the employee has reasonable cause to suspect or believe that a child has been abused or neglected, placed at imminent risk of serious harm or is a victim of sexual assault by a school employee. Such oral report shall be made by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.
- (2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that a child has been abused or neglected, placed at imminent risk of serious harm or is a victim of sexual assault by a school employee, he/she shall cause reports to be made in accordance with the procedures set forth for statutory mandated reporters.

Students

Reporting of Child Abuse and Neglect (continued)

b) Nothing in this policy shall be construed to preclude an employee reporting suspected child abuse, neglect or sexual assault by a school employee from reporting the same directly to the Commissioner of Children and Families.

6. Contents of Reports

Any oral or written report made pursuant to this policy shall contain the following information, if known:

- a) The names and addresses of the child* and his/her parents or other person responsible for his/her care;
- b) the age of the child;
- c) the gender of the child;
- d) the nature and extent of the child's injury or injuries, maltreatment or neglect;
- e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;
- f) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or his/her siblings;
- g) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
- h) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;
- i) the reasons such person or persons are suspected of causing injury or injuries, maltreatment or neglect;
- j) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and
- k) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

*For purposes of this Paragraph, the term "child" includes any victim of sexual assault by a school employee, as described in Paragraph 3, above.

Students

Reporting of Child Abuse and Neglect (continued)

7. Investigation of the Report

- a) The Superintendent or his/her designee shall thoroughly investigate reports of suspected abuse, neglect or sexual assault if/when such report involves an employee of the Board of Education or other individual under the control of the Board, provided such investigation does not impede an investigation by the Department of Children and Families ("DCF").
- b) Recognizing that DCF is the lead agency for the investigation of child abuse and neglect reports and reports of a student's sexual assault by school employees, the Superintendent's investigation shall permit and give priority to any investigation conducted by the Commissioner of Children and Families or the appropriate local law enforcement agency. The Superintendent shall conduct the district's investigation and take any disciplinary action, consistent with state law, upon notice from the Commissioner of Children and Families or the appropriate local law enforcement agency that the district's investigation will not interfere with the investigation of the Commissioner of Children and Families or the local law enforcement agency.
- c) The Superintendent shall coordinate investigatory activities in order to minimize the number of interviews of any child or student victim of sexual assault and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate.
- d) Any person reporting child abuse or neglect or the sexual assault of a student by a school employee, or having any information relevant to alleged abuse or neglect or of the sexual assault of a student by a school employee, shall provide the Superintendent with all information related to the investigation that is in the possession or control of such person, except as expressly prohibited by state or federal law.
- e) When the school district is conducting an investigation involving suspected abuse or neglect or sexual assault of a student by an employee of the Board or other individual under the control of the Board, the Superintendent's investigation shall include an opportunity for the individual suspected of abuse, neglect or sexual assault to be heard with respect to the allegations contained within the report. During the course of such investigation, the Superintendent may suspend a Board employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation. If the individual is one who provides services to or on behalf of students enrolled in the Chester, Deep River, Essex and Region 4 Public Schools, pursuant to a contract with the Board of Education, the Superintendent may suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the Chester, Deep River, Essex and Region 4 Public Schools, pending the outcome of the investigation.

Students**Reporting of Child Abuse and Neglect (continued)****8. Evidence of Abuse, Neglect or Sexual Assault by a School Employee**

- a) If, upon completion of the investigation by the Commissioner of Children and Families ("Commissioner"), the Superintendent has received a report from the Commissioner that he or she has reasonable cause to believe that (1) a child has been abused or neglected by a school employee, as defined above, and the Commissioner has recommended that such employee be placed on the Department of Children and Families child abuse and neglect registry, or (2) a student is victim of sexual assault by a school employee, the Superintendent shall request (and the law provides) that DCF notify the Superintendent not later than five (5) working days after such finding, and provide the Superintendent with records, whether or not created by DCF, concerning such investigation. The Superintendent shall suspend such school employee. Such suspension shall be with pay and shall not result in the diminution or termination of benefits to such employee.
- b) Not later than seventy-two (72) hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner of Education, the Commissioner of Education's representative, of the reasons for and the conditions of the suspension. The Superintendent shall disclose such records to the Commissioner of Education and the Board of Education or its attorney for purposes of review of employment status or the status of such employee's certificate, permit or authorization, if any.
- c) The suspension of a school employee employed in a position requiring a certificate shall remain in effect until the Superintendent and/or Board of Education acts pursuant to the provisions of Conn. Gen. Stat. § 10-151. If the contract of employment of such certified school employee is terminated, or such certified school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.
- d) The suspension of a school employee employed in a position requiring an authorization or permit shall remain in effect until the Superintendent and/or Board of Education acts pursuant to any applicable termination provisions. If the contract of employment of a school employee holding an authorization or permit from the State Department of Education is terminated, or such school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two hours after such termination or resignation.
- e) Regardless of the outcome of any investigation by the Commissioner of Children and Families and/or the police, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment, in accordance with the provisions of any applicable statute, if the Superintendent's investigation produces evidence that a child has been abused or neglected by a school employee or that a student has been a victim of sexual assault by a school employee.

Students

Reporting of Child Abuse and Neglect (continued)

f) The Chester, Deep River, Essex and Region 4 Public Schools shall not employ a person whose employment contract is terminated or who resigned from employment following a suspension pursuant to Paragraph 8(a) of this policy and Conn. Gen. Stat. § 17a-101i, if such person is convicted of a crime involving an act of child abuse or neglect or an act of sexual assault of a student, as described in Paragraph 3 of this policy.

9. Evidence of Abuse, Neglect or Sexual Assault by An Independent Contractor of the Board of Education

If the investigation by the Superintendent and/or the Commissioner of Children and Families produces evidence that a child has been abused or neglected, or a student has been sexually assaulted by any individual who provides services to or on behalf of students enrolled in the Chester, Deep River, Essex and Region 4 Public Schools, pursuant to a contract with the Board of Education, the Superintendent shall permanently suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the Chester, Deep River, Essex and Region 4 Public Schools.

10. Delegation of Authority by Superintendent

The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.

11. Confidential Rapid Response Team

No later than January 1, 2016, the Superintendent shall establish a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected abuse or neglect or sexual assault of a student by a school employee, as described in Paragraph 3, above, and (2) provide immediate access to information and individuals relevant to the department's investigation. The confidential rapid response team shall consist of a teacher and the Superintendent, a local police officer and any other person the Board of Education, acting through its Superintendent, deems appropriate.

12. Disciplinary Action for Failure to Follow Policy

Except as provided in Section 12 below, any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

Students**Reporting of Child Abuse and Neglect (continued)**

13. The Chester, Deep River, Essex and Region 4 Public Schools shall not hire any person whose employment contract was previously terminated by a board of education or who resigned from such employment, if such person has been convicted of a violation of Section 17a-101a of the Connecticut General Statutes, as amended, relating to mandatory reporting, regardless of whether an allegation of abuse or neglect or sexual assault was substantiated.

14. Non-Discrimination Policy/Prohibition Against Retaliation

The Board of Education expressly prohibits retaliation against individuals reporting child abuse or neglect or the sexual assault of as student by a school employee and shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith makes, or in good faith does not make, a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse, neglect or sexual assault by a school employee. The Board of Education also prohibits any employee from hindering or preventing or attempting to hinder or prevent any employee from making a report pursuant to this policy or state law concerning suspected child abuse or neglect or the sexual assault of a student by a school employee or testifying in any proceeding involving child abuse or neglect or the sexual assault of a student by a school employee.

15. Distribution of Policy

This policy shall be distributed annually to all school employees employed by the Board. The Board shall document that all such school employees have received this written policy and completed the training and refresher training programs required by in Section 14, below.

16. Training

a) All new school employees, as defined above, shall be required to complete an educational training program for the accurate and prompt identification and reporting of child abuse and neglect. Such training program shall be developed and approved by the Commissioner of Children and Families.

b) All school employees, as defined above, shall retake a refresher training course developed and approved by the Commissioner of Children and Families at least once every three years.

c) The principal for each school shall annually certify to the Superintendent that each school employee, as defined above, working at such school, is in compliance with the training provisions in this policy and as required by state law. The Superintendent shall certify such compliance to the State Board of Education.

Students

Reporting of Child Abuse and Neglect (continued)

17. Records

- a) The Board shall maintain in a central location all records of allegations, investigations and reports that a child has been abused or neglected by a school employee employed by the Board or that a student has been a victim of sexual assault by a school employee employed by the Board, as defined above, and conducted in accordance with this policy. Such records shall include any reports made to the Department of Children and Families. The State Department of Education shall have access to such records upon request.
- b) Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the Board shall provide the Commissioner of Children and Families, upon request and for the purposes of an investigation by the Commissioner of Children and Families of suspected child abuse or neglect by a teacher employed by the Board, any records maintained or kept on file by the Board. Such records shall include, but not be limited to, supervisory records, reports of competence, personal character and efficiency maintained in such teacher's personnel file with reference to evaluation of performance as a professional employee of the Board, and records of the personal misconduct of such teacher. For purposes of this section, "teacher" includes each certified professional employee below the rank of superintendent employed by the Board in a position requiring a certificate issued by the State Board of Education.

Legal References:

Connecticut General Statutes:

Section 10-151

Section 17a-101 et seq.

Section 17a-103

Section 53a-65

Public Act 18-17, "An Act Requiring Behavior Analysts to be Mandated Reporters of Suspect Child Abuse and Neglect

Public Act 18-67, "An Act Concerning Minor Revisions to the Statutes of the Department of Children and Families and Establishing a Pilot Program to Permit Electronic Reporting by Mandated Reporters.

[Public Act 18-57, "An Act Concerning Immunity from Civil or Criminal Liability for Persons Providing Medical Assistance or Intervention in a Child Abuse or Neglect Case"](#)

Policy revised: ~~February 25, 2016~~

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

Students

Use of Private Technology Devices by Students

Students may possess privately-owned technological devices on school property and/or during school sponsored-activities, in accordance with the mandates of this policy and any applicable administrative regulations as may be developed by the Superintendent of Schools.

Definitions

Board Technology Resources

For the purposes of this policy, "Board Technology Resources" refers to the Board's computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources owned and/or used by the school district and accessible by students.

Privately Owned Technological Devices

For the purposes of the this policy, "Privately Owned Technological Devices" refers to privately owned wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. These devices may include, but are not limited to, personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, , radios, personal audio players, I-Pads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, I-Phones, Androids and other electronic signaling devices.

Use of Privately-Owned Technological Devices

Privately-owned technological devices may not be used during instructional time, except as specifically permitted by instructional staff.

Use of any such device for an improper purpose is prohibited. Improper purposes include, but are not limited to:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to Board technology resources;
- Damaging Board technology resources;
- Accessing or attempting to access any material that is obscene or contains pornography;

Students

Use Of Private Technology Devices By Students

- Cyberbullying;
- Using such device to violate any school rule, including the unauthorized recording (photographic, video, or audio) of another individual without the permission of the individual or a school staff member; or
- Taking any action prohibited by any Federal or State law.

Search of Privately Owned Technological Devices

A privately owned technological device may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Responsibility for Privately Owned Technological Devices

Students are responsible for the safety and use of privately owned technological devices. If a privately owned technology device is stolen, lost, or damaged, a report should be made to the building principal, who will investigate the loss in a manner consistent with procedures for stolen or damaged personal property. Students and parents should be aware that the Board is not liable for any privately-owned technological device that is stolen, lost, or damaged while at school or during a school-sponsored activity. For that reason, students are advised not to share or loan privately-owned technological devices with other students.

Disciplinary Action

Misuse of the Board's technology resources and/or the use of privately-owned technological devices to access or utilize the Board's technology resources in an inappropriate manner or the use of such devices in any manner inconsistent with this policy will not be tolerated and will result in disciplinary action. For students, a violation of this policy may result in loss of access privileges, a prohibition on the use and/or possession of privately-owned technological devices on school property or at school-sponsored activities, and/or suspension or expulsion in accordance with the Board's policies related to student discipline.

Students

Use Of Private Technology Devices By Students

Access to Board Technology Resources

It is the policy of the Board of Education to permit students, using their privately owned technology devices, to access the Board's computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources used by the school district and accessible by students. Additionally, it is the expectation of the Board of Education that students who access these resources while using privately-owned technology devices will act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws.

Through the publication and dissemination of this policy statement and others related to use of the Board's computer systems, as well as other instructional means, the Board educates students about the Board's expectations for technology users.

The Board technology resources shall only be used to access educational information and to promote learning activities both at home and at school. The Board considers access to its technology resources to be a privilege and not a right. Students are expected to act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws when using the Board technology resources. Failure to do so will result in the consequences outlined herein and in other applicable policies (including, but not limited to, the Safe School Climate Plan, the Student Discipline Policy and the Use of Computers Policy).

Students must abide by the procedures outlined in this policy and all policies and applicable regulations outlined in the Board's computer use and other applicable policies. Students will be given specific information for log-on and access procedures for using school accounts. No user may deviate from these log-on/access procedures. **Students are advised that the Board's network administrators have the capability to identify users and to monitor all privately-owned technological devices while they are logged on to the network.** Students must understand that the Board has reserved the right to conduct monitoring of Board technology resources and can do so *despite* the assignment to individual users of passwords for system security. Any password systems implemented by the Board are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes. Therefore, students should be aware that they should not have any expectation of personal privacy in the use of privately owned technological devices to access Board technology resources. This provision applies to any and all uses of the Board's technology resources and any privately-owned technological devices that access the same.

Students

Use Of Private Technology Devices By Students

Harm to Board Technology Resources

Any act by a student using a privately-owned technological device that harms the Board's technology resources or otherwise interferes with or compromises the integrity of Board technology resources will be considered vandalism and will be subject to discipline and/or appropriate criminal or civil action.

Closed Forum

This policy shall not be construed to establish a public forum or a limited open forum.

Legal References:

Conn. Gen. Stat. § 10-233j

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250, *et seq.*

Electronic Communication Privacy Act of 1986, Public Law 99-508, codified at 28 U.S.C. §§ 2510 through 2520

Policy revised: TBD

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

Encl #5 Both the Joint BOE Finance and Policy Committees
recommend the following additional language (in red):

Business

Soliciting Prices (Bids and Quotations)

Purchases less than \$5,000

All contracts for, and purchases of supplies, materials, equipment and contractual services under \$5,000.00 shall be made in the open market, but shall, when possible, be based on at least three competitive quotations or prices. Quotations may be verbal or in writing; however, all purchases made in the open market shall be consummated after careful pricing and shall be made in the best interest of the Towns of Chester, Deep River and Essex.

Purchases for more than \$5,000 but less than \$10,000

All contracts for, and purchases of supplies, materials, equipment and contractual services over \$5,000.00 but less than \$10,000.00 shall be made in the open market, and shall be based on at least three competitive written quotations or prices. Requests for quotations do not need to be advertised. All purchases made in the open market shall be consummated after careful pricing and shall be made in the best interest of the Towns of Chester, Deep River and Essex.

Purchases for \$10,000 and Above

Purchases for \$10,000 or more shall be made through a formal bid process. When bidding procedures are used, bids shall be advertised in the area newspapers for at least one day. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding on the items or services being bid.

All bids must be submitted in sealed envelopes, addressed to the appropriate school and plainly marked with the name of the bids and the time of the opening. Bids shall be opened at the time specified and all bidders and other interested persons shall be invited to be present.

All contracts and all open market orders will be awarded to the lowest responsible qualified contractor or supplier, taking into consideration all of the factors set forth in policy #3320.

The Chester, Deep River, Essex and Regional School District No. 4 Public Schools reserve the right to reject any or all bids and to accept that bid which appears to be in the best interest of the Towns of Chester, Deep River and Essex. The Chester, Deep River and Essex Public Schools reserve the right to waive any informalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

Exceptions to Formal Bid/RFP Process for Purchases \$10,000 and above (Sole Sources)

Definition:

Sole Source Purchases: A sole source purchase is one where a good or service can only be purchased from a single source. This situation makes it impossible to obtain competitive bids

There are a few circumstances and items excluded - in all or part from the competitive bid policy. Certain situations which may justify purchases without following the competitive bid procedures are as follows:

- Items purchased from current state, federal, or other cooperative contract or pricing agreements.
- Emergency purchases when:
 - Human life, health or district property is in jeopardy.
 - Repairs of equipment involve hidden dangers.
 - Repairs are immediately needed for equipment where delay would lead to higher expense.
- Items procured solely from a government or educational agency.
- Library acquisitions (books, periodicals and films).
- Items which are proprietary (software, etc.).
- OEM (Original Equipment Manufacturer) requirements for equipment under lease, rental, warranty or maintenance.
- District specified vendor.
- Design compatibility with existing equipment.

The district administrator or department manager must retain on file a written statement that justifies waiving the competitive bidding process. Final responsibility in determining whether an item is a proprietary item and may be purchased from a sole source rests with the Superintendent of Schools or their designee.

Policy adopted:
Policy revised:

April 30, 1997
TBD

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

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

3324(a)

Ordering Goods and Services (Purchase Orders)

Purchase Order Processing Procedure

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

Business

Ordering Goods and Services (Purchase Orders)

Purchase Order Processing Procedure (continued)

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

Business

Ordering Goods and Services (Purchase Orders)

Purchase Order Processing Procedure (continued)

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

Business

Ordering Goods and Services (Purchase Orders)

Purchase Order Processing Procedure (continued)

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

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

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

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

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

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

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

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

Business

Ordering Goods and Services (Purchase Orders)

Purchase Order Processing Procedure (continued)

7. Phase 7 - Bills

A. Regular monthly bills shall include the following:

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

8. Phase 8 - Maintenance, Repairs & Petty Cash

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

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

Business

Ordering Goods and Services (Purchase Orders)

Purchase Order Processing Procedure

8. Phase 8 - Maintenance, Repairs & Petty Cash (continued)

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

Regulation approved: April 30, 1997

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

Encl #7 Both the Joint BOE Policy and Finance Committees recommend the red-lined revisions below

3260(a)

Business

Sales & Disposal of Books, Equipment & Supplies

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

Disposition of Outdated Books

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

Disposition of Equipment and Materials

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

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

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

Disposition of Funds

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

Business

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

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education.

10-240 Control of schools.

10-241 Powers of school districts.

Policy reviewed: May 21, 2018

Revised: TBD

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

Encl #8 The Joint BOE Policy Committee recommends the following red-line revisions for both #5118 (and its related policy #3240 which follows at the end of this enclosure)

5118(a)

Students

Resident/Non-Resident Attendance

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

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

I. General Provisions:

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

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

Students**Resident/Non-Resident Attendance (continued)**

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

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

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

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

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

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

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

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

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

Students

Resident/Non-Resident Attendance

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

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

II. Tuition Students:

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

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

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

III. Waiver of Tuition for Certain Students:

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

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

5118(d)

Students

Resident/Non-Resident Attendance

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

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

Policy Revised: ~~Oct-6, 2016~~ TBD

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

Business

Tuition Fees

Regular Day School

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

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

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

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

Legal Reference:

Connecticut General Statutes

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

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

10-55 Pupils to attend regional school.

10-220 Duties of boards of education.

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

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

Policy revised:

June 07, 2018

TBD

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