



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

REVISED

To: Members of the Chester, Deep River, Essex, and Region 4 Boards of Education
Subject: **April 04, 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 February 21, 2019 (*encl #1*)

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. Other Items:

4.1 Executive Session -- Negotiations

Review of key provisions in teachers contract – *K. Roy*

4.2 Action Items:

- a. Possible VOTE to ratify the *Agreement between the Chester, Deep River, Essex, Region 4 Boards of Education, Region #4 Supervision Committee and the Regional 4 Education Association for July 01, 2019 - June 30, 2022*
- b. Discussion and Possible VOTE to approve the Superintendent's recommendation to renew certification that all food items sold to students at any time other than those covered by exemption, will meet the Connecticut Nutrition Standards to qualify for CSDE's Healthy Food Certification and monetary compensation from the State (*encl #2*)

4.3 Information:

- a. Introduction of Executive Search Consultant and brief presentation – *L. Seidman, J. Erardi*

5. Reports

5.1 Superintendent's report

- a. High Level Financial Status Updates for all Boards – *K. Allen* (encl #3)

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 Re-set to Mar. 25 th	Mar. 18, 2019 cancelled	Mar. 26, 2019 cancelled
May 01, 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 the recommended revisions to the following policies:

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

- 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, June 06, 2019 @ 7:00 p.m.

8. Adjournment*(Chester, & Essex Boards)

*The Deep River and the Region 4 Boards of Education will stay in session as described on the next page:

The Deep River Board of Education will stay in session to conduct the following business:

1. Possible VOTE to approve the Minutes of the Deep River Special Meeting of February 25, 2019
(Deep River ONLY Encl #1)
2. Adjournment

The Region 4 Board of Education will stay in session per their calendar of BOE meetings for the following business:

1. **Budget Discussion if Needed (Only if no vote was taken at the April 1, 2019 Special Meeting following the Public Hearing)**

Discussion and possible VOTE to move recommended Region 4 Budget for 2019-20 in the amount of
\$_____ to the Annual Meeting on May 6, 2019

2. 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/Berardis) ES (Fitton/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		<u>Contract duration</u>	<u>Initiate negotiations</u>
- 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 (Seidman/Fitton)		
Legal RFP Bid Review	R4(TBD), CH (Bibbiani), DR (TBD), ES (Seidman/Fitton)		
Individual BOE Ad Hoc Committees (ad hoc committees meet for a designated period or as needed)			
<u>Chester BOE</u>			
Facilities	Englert		
Internal Marketing	TBD		
PTO	Greenberg-Ellis		
CATV Advisory Council (Cable TV)	For Discussion		
<u>Deep River BOE</u>			
Facilities (Grounds and Buildings)	Morrissey/Ferretti		
PTO	rotating		
School Improvement Team	Weglarz/Ciaglo		
CATV Advisory Council (Cable TV)	TBD		
<u>Essex BOE</u>			
Building	Seidman		
PTO	Rotating		
School Improvement Team	TBD		
Essex Foundation	McCluskey / Fitton		
Communications	Rotating		
CATV Advisory Council (Cable TV)	Fitton		
<u>Region 4 BOE</u>			
Personnel & Negotiations		<u>Contract duration</u>	<u>Initiate negotiations</u>
▪ 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
April 04, 2019 MEETING
Joint Board of Education Committee**

February 21, 2019

A regular meeting of the Joint Board of Education Committee was held on Thursday, February 21, 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, John Stack, Maria Scherber
DEEP RIVER BOARD OF EDUCATION:	Paula Weglarz, Miriam Morrissey, Tracy Dickson, Imran Munawar, Robert Ferretti, Mary Massey, Matt Resnisky
ESSEX BOARD OF EDUCATION:	Lon Seidman, Mark Watson, DG Fitton, Loretta McCluskey (had to leave at approx. 8:00 p.m. but continued participating via phone until adjournment)
REGION 4 BOARD OF EDUCATION:	Jennifer Clark, Mario Gioco (7:05 arrival), Rick Daniels, Kate Sandmann, Jane Cavanaugh, DG Fitton, Trisha Brookhart

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

Audience of Citizens: approx. 10 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.

Dr. Levy read a letter announcing her retirement effective June 30, 2019. Chair Seidman thanked her for her service and said the progress in creating a comprehensive, cohesive K-12 program has been measurable under her leadership. He told the Boards that the Supervision District Committee will be holding a special meeting Monday, February 25th to begin determining the search process for a new superintendent.

CONSENT AGENDA

On motion duly made and seconded, the Chester, Deep River, Essex, and Region 4 Boards of Education unanimously VOTED to approve the consent agenda consisting of the minutes of the December 03, 2018 regular meeting of the Joint Board.

OTHER ITEMS – Director of Pupil Services Sarah Smalley and Supervisor of Pupil Services Jennifer Nucci gave a presentation on the Special Education Programs across our districts. Ms. Smalley gave an update on current programs, their expansion and enhancement, and the cost and student benefits realized due to the innovative work and programs provided within our districts. There was a brief question and answer period following the presentation.

PUBLIC COMMENT – Deep River Second Selectman Duane Gates spoke about what a loss the district will be experiencing upon Dr. Levy's retirement, as she always has the best interest of students and the community in mind. He also highly recommended that the Boards consider looking within the district, as they already have a very capable leader working for them who has worked for the district in different capacities over the last ten years, and would make an excellent superintendent in July.

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.

Chair Seidman presented the 2019-20 Supervision District budget approved by the Committee earlier in the evening and previously presented at the February 4th Public Hearing.

There were discussions regarding the recommended cuts and increases. Including a lengthy discussion regarding the fact that although some positions were reduced solely based on a reduction in the number of sections which need to be taught (due to declining enrollment), each individual Board may determine whether or not they wish to add in more hours than are warranted by the section numbers, through their individual school budgets. It was noted that this is something Chester has already chosen to do in the past.

On motion duly made and seconded, the Chester (5 Yes / 1 No - Englert / 1 abstain - Scherber = Motion PASSED), Essex (4 Yes / 0 No / 0 abstain = Motion PASSED - the Essex Board took their votes as a block at the end of the meeting with L. McCluskey participating via phone after being unable to stay for the entire meeting), and Region 4 (4 Yes / 2 No - Daniels, Gioco / 0 abstain = Motion PASSED) Boards VOTED to approve the 2019-20 Supervision District budget as presented at the February 4th Public Hearing and this evening's meeting.

The Deep River Board (2 Yes / 2 No - Munawar, Resnisky / 3 abstain - Morrissey, Massey, Ferretti = Motion FAILED). The Deep River Board decided to hold a special meeting Feb. 25th to further discuss the Supervision District budget, and to take another possible vote to approve it, as well as possibly fill a Board vacancy.

Committee Reports

Joint BOE Policy Committee member L. Seidman discussed the policies being presented.

There was a second reading and brief discussion on the following policies:

#5141.4 Students - Reporting Suspected Abuse
#5131.81 Students - Use of Private Technology
#3323 Business - Soliciting Prices

R. Daniels asked that policy #5131.81 be pulled out for a separate vote.

On motion duly made and seconded, the Chester, Deep River, Essex (as part of their voting block at meeting's end) and Region 4 Boards unanimously VOTED to approve policies #5141.1 Reporting Suspected Abuse and #3323 - Soliciting Prices as presented.

On motion duly made and seconded, the Chester (unanimously), Deep River (6 Yes / 1 No - Munawar / 0 abstain = Motion PASSED), Essex (unanimously - as part of their voting block at meeting's end), and Region 4 (6 Yes / 1 No - R. Daniels / 0 abstain = Motion PASSED) Boards VOTED to approve policy #5131.81 Use of Private Technology as presented.

A first reading was held on the recommendation by both the Joint BOE Policy and Finance Committees to remove Policy **#3324 Business - Ordering Goods and Services (Purchase Orders)** from the policy manual and instead reference the current Business Manual in the Table of Contents. It will now go to the individual BOE meetings in March for further discussion and back on the April Joint BOE agenda for a second reading and possible vote.

A first reading was also held on the following policies, which will now go to the individual BOE meetings in March for further discussion and back on the April Joint BOE agenda for a second reading and vote

#3260 Business - Sales and Disposal of Books, Equipment and Supplies

#5118 Students - Non Resident Attendance AND related policy #3240 Business - Tuition Fees

The Joint BOE Finance Committee reported that the Committee met on Jan. 29th but did not have a quorum present. The Committee reminded members to please notify Ms. Allen if they are unable to attend.

Curriculum Committee Chair Tracy Dixon reported that the Joint BOE Curriculum Committee met on Jan. 29th. They heard a presentation on and approved IB resources for next year and resources for Intro to Early Childhood Education. They are scheduled to meet again on March 26th.

District Security Advisory Committee

DG Fitton reported that the School Security Advisory Committee continues to meeting monthly. They discussed A.L.I.C.E. training recently completed by several administrators and staff. The Committee is waiting for budget determinations by the Boards to see how it impacts their current security recommendations.

Assistant Superintendent's Report

Assistant Superintendent Martineau gave an update on Professional Development and Curriculum work including continuing work on report card improvements.

PUBLIC COMMENTS: no comments were made.

FUTURE AGENDA ITEMS

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

Dr. Levy invited everyone to attend the "Choose Love Movement" presentation scheduled for Monday, February 25th @ 6:30 p.m. in the JWMS library. Due to some of the subject matter that will be discussed it is recommended that parents only bring children ages 12 and up to hear the presentation.

ADJOURNMENT:

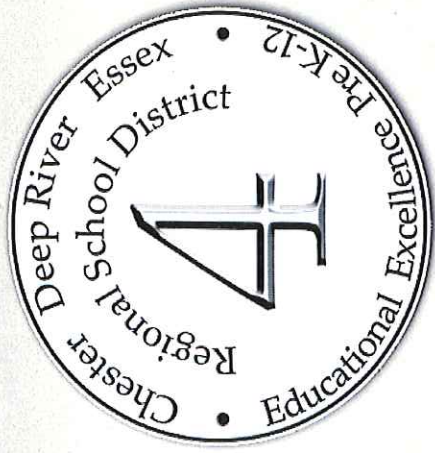
On Motion duly made and seconded, the Chester, Deep River and Region 4 Boards of Education unanimously VOTED to adjourn at 8:57 p.m.

The Essex Board remained in session to take all of their votes as a block with L. McCluskey participating via phone. (see specific details listed above in the minutes)

On motion duly made and seconded, the Essex Board unanimously VOTED to adjourn at approx. 8:58 p.m.

Respectfully Submitted,

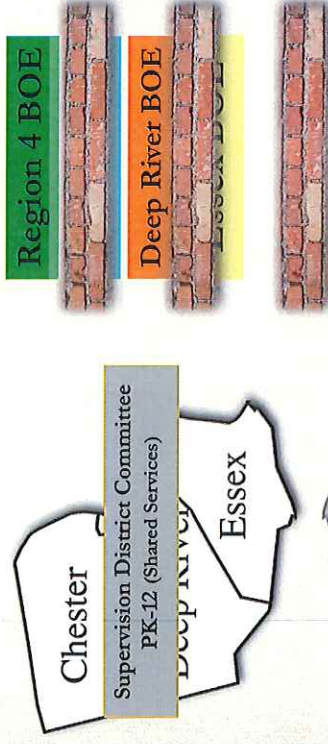
Jennifer Bryan, Clerk



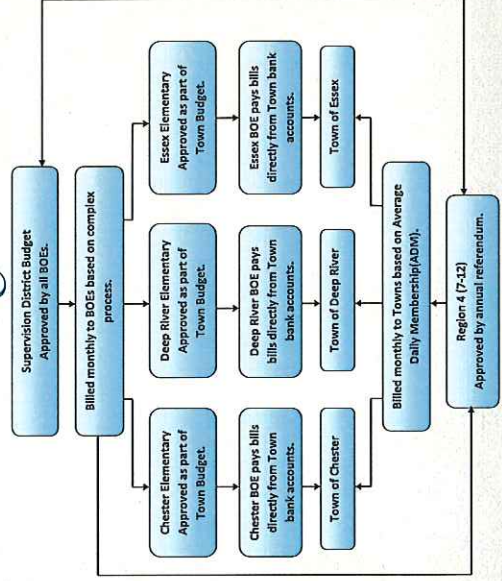
Supervision District Proposed Budget

A Mission-Driven Learning Community with a PK-12 Line of Sight

Supervision District



Current Budget Structure



What is the Supervision District? Shared Expenses

Superintendent		Director of Pupil Services		
Assistant Superintendent		Director of Technology		
Business Manager		Related Functions		
Administrative Services	PK-12 Curriculum	Special Education	Elementary Enrichment	Summer School
Fiscal Services	Professional Development		FLES Instruction	Preschool Services
Legal Support	Student Transportation	Personnel Services	Elementary Music	Elementary Art

Supervision Cost Allocation

- ❖ 3 way allocation based on elementary students
- ❖ 4 way allocation based on total K-12 population
- ❖ 1 way allocation when benefiting one board
- ❖ Use allocation for expenses that can be segregated based on frequency or volume of use

\$7,719,403

\$7,719,403
+903,233 (before revenues)
+13.23%

+903,233

93% offset by decreases in other budgets

Position	Amount
Library Media Specialists	\$204,078
PE Teachers	\$285,612
Network Techs	\$351,555
TOTAL	\$841,245

Chester Deep River Essex

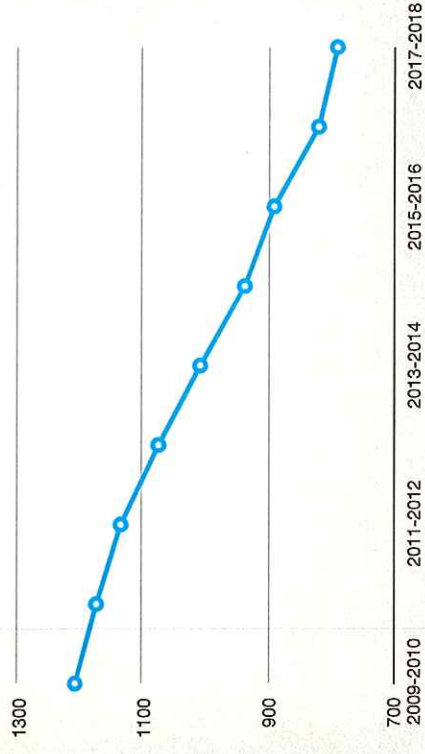


Offset Expenditures	\$841,245
Other Increases	\$304,220

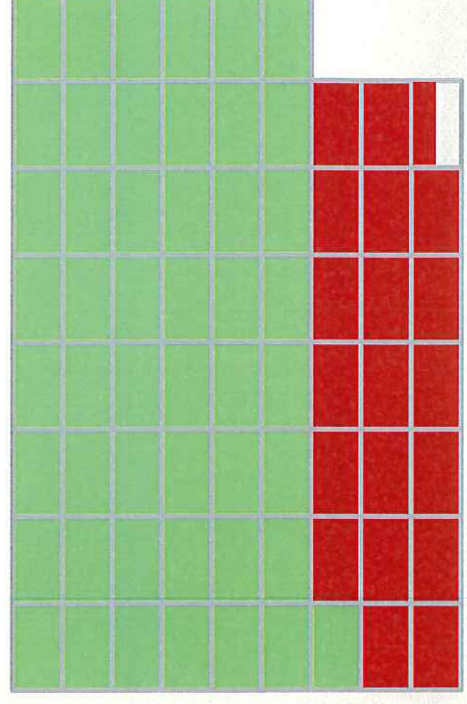
Other Increases

Item	Amount
Asst. Business Manager <small>.2 Increase</small>	\$14,871
Salaries and Benefits	\$200,568
Tech Subscriptions	\$27,444
Central Office Maintenance	\$14,000
Transportation	\$26,391
Minor Increases/Decreases	\$20,946
TOTAL	\$304,220

K-6 Enrollment Decline 418 Students

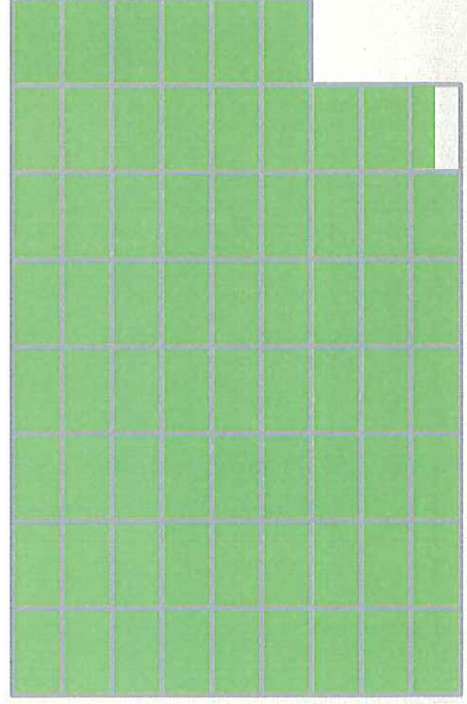


K-6 Classroom Sections 2018-2019 -19.5 Classrooms to 49 FTEs



Offset Expenditures	\$841,245
Other Increases	\$304,220
Staff Reductions	-\$224,840

K-6 Classroom Sections 2009-2010 68.5 FTEs

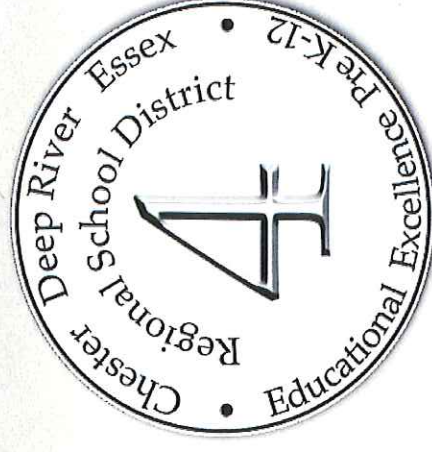


Staff Reductions

Item	Amount
.2 Art DRES	\$16,785
.1 Art EES	\$6,611
.1 Instrumental Music EES	\$8,940
.2 Music DRES	\$17,028
.1 Music EES	\$8,514
.3 PE	\$46,992
1.0 Network Tech	\$65,104
1.0 G&T Teacher (move to R4)	\$54,866
TOTAL	-\$224,840

K-6 Sections by School

	2009-2010	2018-2019	Change	Percent
Chester	17.5	14	-3.5	-20%
Deep River	20.5	15	-5.5	-27%
Essex	30.5	20	-10.5	-34%
TOTAL	68.5	49	-19.5	-28%
Music	6.2	4.6	-1.6	-26%
Art	3.2	2.4	-0.8	-25%

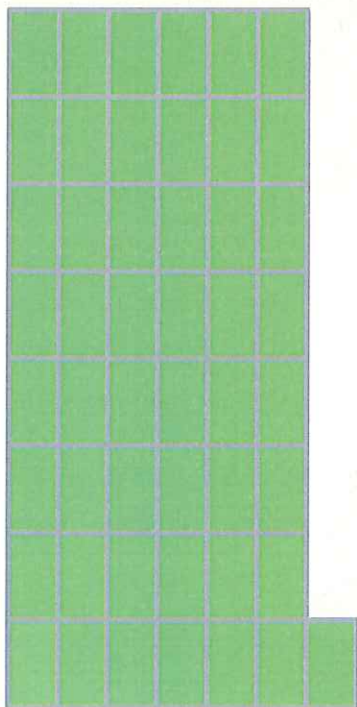


Supervision District Proposed Budget

A Mission-Driven Learning Community with a PK-12 Line of Sight

Offset Expenditures	\$841,245
Other Increases	\$304,220
Staff Reductions	-\$224,840
Other Adjustments	-\$17,392
TOTAL	\$903,233

**K-6 Classroom Sections 2018-2019
-19.5 Classrooms to 49 FTEs**



2019-20 Healthy Food Certification

Recommended for Board Vote:

- 1) **Healthy Food Option:** Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2019, through June 30, 2020. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.

- 2) **Exemption for Food Items:** The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location for the event; and 3) the food items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events, but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held.

DISTRICT-WIDE BUDGET SUMMARY
2018 - 2019
Through February 28, 2019

OBJECT	Chester Elementary		
	2018-2019 BUDGET	2018-2019 EXPENDITURES /ENCUMBERED	2018-2019 PROJECTED SURPLUS (DEFICIT)
100 Salaries	3,045,744	3,003,150	42,594
200 Benefits	903,821	888,248	15,573
300 Purchased Services	89,513	87,588	1,925
400 Rental/Repairs	203,626	207,372	(3,746)
500 Other Purchased	227,576	229,132	(1,556)
600 Supplies	187,592	189,509	(1,917)
700 Equipment	1,800	1,772	28
800 Other	3,877	3,582	295
900 Debt Service			

TOTAL 4,663,549 4,610,353 53,196

OBJECT	Deep River Elementary		
	2018-2019 BUDGET	2018-2019 EXPENDITURES /ENCUMBERED	2018-2019 PROJECTED SURPLUS (DEFICIT)
100 Salaries	3,465,886	3,454,663	11,223
200 Benefits	1,056,305	1,055,875	430
300 Purchased Services	61,533	91,121	(29,588)
400 Rental/Repairs	220,681	205,785	14,896
500 Other Purchased	229,278	251,410	(22,132)
600 Supplies	141,731	141,731	0
700 Equipment	15,602	2,832	12,770
800 Other	4,777	4,644	133
900 Debt Service			

TOTAL 5,195,793 5,208,061 (12,268)

OBJECT	Essex Elementary		
	2018-2019 BUDGET	2018-2019 EXPENDITURES /ENCUMBERED	2018-2019 PROJECTED SURPLUS (DEFICIT)
100 Salaries	4,600,374	4,569,036	31,338
200 Benefits	1,370,651	1,367,934	2,717
300 Purchased Services	167,276	155,845	11,431
400 Rental/Repairs	397,345	394,864	2,481
500 Other Purchased	609,819	593,299	16,520
600 Supplies	204,592	204,592	0
700 Equipment	15,149	12,904	2,245
800 Other	5,539	5,028	511
900 Debt Service			

TOTAL 7,370,745 7,303,502 67,243

OBJECT	Region 4		
	2018-2019 BUDGET	2018-2019 EXPENDITURES /ENCUMBERED	2018-2019 PROJECTED SURPLUS (DEFICIT)
100 Salaries	10,270,046	10,136,496	133,550
200 Benefits	2,826,805	2,809,711	17,094
300 Purchased Services	528,168	489,149	39,019
400 Rental/Repairs	1,104,956	1,077,407	27,549
500 Other Purchased	2,744,338	2,727,411	16,927
600 Supplies	637,118	636,167	951
700 Equipment	44,907	39,233	5,674
800 Other	366,343	339,884	26,459
900 Debt Service	1,530,000	1,530,000	0

TOTAL 20,052,681 19,785,458 267,223

OBJECT	Supervision		
	2018-2019 BUDGET	2018-2019 EXPENDITURES /ENCUMBERED	2018-2019 PROJECTED SURPLUS (DEFICIT)
100 Salaries	4,217,310	4,132,847	84,463
200 Benefits	1,208,698	1,203,148	5,550
300 Purchased Services	289,732	311,141	(21,409)
400 Rental/Repairs	23,837	20,873	2,964
500 Other Purchased	967,597	956,453	11,144
600 Supplies	110,072	110,714	(642)
700 Equipment	0	0	0
800 Other	8,924	8,241	683
900 Debt Service			0

TOTAL 6,826,170 6,743,417 82,753

OBJECT	District-Wide Summary		
	2018-2019 BUDGET	2018-2019 EXPENDITURES /ENCUMBERED	2018-2019 PROJECTED SURPLUS (DEFICIT)
100 Salaries	25,599,360	25,296,192	303,168
200 Benefits	7,366,280	7,324,916	41,364
300 Purchased Services	1,136,222	1,134,844	1,378
400 Rental/Repairs	1,950,445	1,906,301	44,144
500 Other Purchased	4,778,608	4,757,705	20,903
600 Supplies	1,281,105	1,282,713	(1,608)
700 Equipment	77,458	56,741	20,717
800 Other	389,460	361,379	28,081
900 Debt Service	1,530,000	1,530,000	0

TOTAL 44,108,938 43,650,791 458,147

DEEP RIVER BOARD OF EDUCATION SPECIAL MEETING

Monday, February 25, 2019

A special meeting of the Deep River Board of Education was held on Monday, February 25, 2019 in the John Winthrop Middle School library. In attendance were: Tracy Dickson, Robert Ferretti, Missy Massey, Miriam Morrissey, Imran Munawar, Matt Resnisky, and Paula Weglarz. Also in attendance were: Dr. Ruth Levy, Superintendent, Lon Seidman, and David Berardis.

Paula Weglarz called the meeting to order at 6:30 p.m.

On motion duly made and seconded, the Board unanimously voted to move into Executive Session to interview a candidate for the Board vacancy. The Board interviewed David Berardis to fill the vacancy.

The Board moved out of Executive Session at 6:38 p.m.

On a motion duly made and seconded, the Board unanimously voted to appoint David Berardis to fill the Board vacancy for the remainder of the term ending November 19, 2019.

The Board discussed and reviewed the Supervision district budget.

On a motion duly made and seconded, the Board unanimously voted to add public comment to the agenda for comments on the Supervision budget.

One public comment was heard.

On a motion duly made and seconded, the Board voted (6-1) to approve the Supervision budget in the amount of \$7,719,403.

On a motion duly made and seconded, the Board unanimously voted to adjourn at 8:00 p.m.

Respectfully Submitted,
Tracy Dickson, Board Secretary

Encl #4 SECOND READING
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 #5 SECOND READING for both policies

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

SECOND READING

Related policy - red-line revision below is needed to match recommended language revision in policy 5118

3240

Business

Tuition Fees

Regular Day School

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

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

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

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

Legal Reference: Connecticut General Statutes

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

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

10-55 Pupils to attend regional school.

10-220 Duties of boards of education.

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

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

Policy revised:

~~June 07, 2018~~

TBD

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

Encl #6 SECOND READING - 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

DEEP RIVER BOARD OF EDUCATION SPECIAL MEETING

Monday, February 25, 2019

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Respectfully Submitted,
Tracy Dickson, Board Secretary