



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

ESSEX BOARD OF EDUCATION

AGENDA

To: Members of the Essex Board of Education
Subject: Board of Education meeting **September 12, 2019**
Time: Board meetings begin promptly at 7:00 p.m.
Place: Media Center, Essex Elementary School

Please contact Jennifer Bryan at Central Office - email jbryan@reg4.k12.ct.us if you are unable to attend.

Mission Statement

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

- 1. Call to order 7:00 p.m.** – Chair, Lon Seidman
- 2. Consent agenda.** The following items are to be handled as combined and by single vote. Any Board member may request that an item be pulled out for further discussion.
 - 2.1. Minutes from the regular meeting of May 09, 2019 (*encl #1*)
 - 2.2. Minutes from the special meeting of June 11, 2019 (*encl #2*)
 - 2.3. Accounts Payable Report (*encl #3*)
- 3. Student report** – General update by EES students (HOLD until November Mtg.)
- 4. Public comment.** The public is reminded to state name for the record. Comments should be kept to a maximum of three minutes. Public comment is not intended to be a question and answer period; rather it is an opportunity for the Board to hear citizen comment related to educational matters.
- 5. Reports and Other Items:**
 - 5.1. Superintendent's Report – *B. White*
 - a. District update
 - a.1 Staffing update
 - a.2 Alarm Panel update
 - b. Information and communication
 - 5.2. Introduction of New Teachers at EES – *J. Tousignant*
 - 5.3. Assistant Superintendent's Report – *K. Martineau*
 - 5.4. Director of Pupil Services Report – *S. Smalley*

5.5. Financial Status Report – *K. Allen*

- a. Financial Status and Cafeteria Account Update (*encl #4*)
- b. Discussion and Possible Vote to approve year-end transfer of funds
- c. Discussion and Possible Vote to approve current year transfer of funds

5.6. Principal's Update – *J. Tousignant*

- a. Update on 2019-20 school year opening
- b. Possible VOTE to accept grant not to exceed \$42,000 from the Essex Elementary Foundation to be used at the discretion of Administration.

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

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

Finance	Policy	Curriculum
Sept. 25, 2018 Oct. 16 th added as well	Sept. 17, 2018 Re-set to Oct. 15 th	Sept. 17, 2018
Nov. 27, 2018	Nov. 12, 2018 Re-set to Nov. 27 th	Nov. 12, 2018 Set on 2 nd Mon
Jan. 29, 2019	Jan. 28, 2019 Set on 4 th Mon.	Jan. 29, 2019 Set on 4 th Tues.
Feb. TBD 2019		
Mar. 19, 2019 cancelled	Mar. 18, 2019 cancelled	Mar. 26, 2019
May 01, 2019 cancelled	April 24, 2019 added	
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

- a. Supervision District Committee update – *L. Seidman*
- b. Other committee reports
 - b.1 LEARN Committee update – *C. Rotella*
 - b.2 Joint BOE Ad Hoc School Security Advisory Committee – *DG Fitton*
 - b.3 Discussion regarding any Pending Policies – *standing item*

The First Readings of these policies were held at the June 6th Joint BOE meetings – the Second Readings and possible Votes to approve will be at the October 3rd Joint BOE meeting:

Policy #3300 Purchasing Authority (*encl #5*)
 Policy #3453 Student Activity (*encl #6*)
 Policy # 5141.21 Administering Medication (*encl #7*)

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

7. **Future agenda items**

- 7.1. Next Joint BOE meeting is October 03, 2019 @ 7:00 p.m.
- 7.2. Next Essex BOE regular meeting is November 14, 2019 @ 7:00 p.m.
- 7.3. Election of BOE officers (*Nov. mtg. or after seating of new members*)
- 7.4. Yearly BOE Self-evaluation (*TBD*)

8. **Adjournment.**



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

Joint BOE Standing Committees (standing committees have regularly scheduled meetings)	
*Joint PK-12 Policy Sub-Committee	R4(Sandmann/Clymas/Grow) CH(TBD/Scherber) DR(Resnisky/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 7/2022	6/2021
- Joint BOE Administrator negotiations	Same as ABOVE for Teacher negotiations	Expires 7/2020	9/2019
- Joint BOE Paraeducator negotiations	Same as BELOW for Net Tech et al.	Expires 7/2020	3/2019
- Joint BOE NetTechs et al negotiations (ElemSec/Elem Nurses/ElemNetTech/R4NetTech/ElemCustodians)	R4 (Daniels/Brookhart Alt.) CH (Fitzgibbons, Stack) DR (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.))		
RFP Transportation Bid Review	R4(Cavanaugh), CH (Englert), DR (Weglarz), ES (Seidman/Fitton)		
RFP Legal Bid Review	R4(Daniels), CH (Bibbiani), DR (Weglarz), ES (Seidman/Fitton)		

Individual BOE Ad Hoc Committees (ad hoc committees meet for a designated period or as needed)

<u>Chester BOE</u>			
Facilities	Englert		
Internal Marketing	TBD		
PTO	Greenberg-Ellis		
CATV Advisory Council (Cable TV)	For Discussion		
<u>Deep River BOE</u>			
Facilities (Buildings and Grounds)	Morrissey/Ferretti		
PTO	rotating		
School Improvement Team	Weglarz/Ciaglo		
CATV Advisory Council (Cable TV)	TBD		
<u>Essex BOE</u>			
Building	Seidman		
PTO	Rotating		
School Improvement Team	TBD		
Essex Foundation	McCluskey / Fitton		
Communications	Rotating		
CATV Advisory Council (Cable TV)	Fitton		
<u>Region 4 BOE</u>			
Personnel & Negotiations		<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		

ESSEX BOARD OF EDUCATION

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

WHO WE ARE:

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

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

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

We are assisted in the meeting by our school administration:

Brian J. White, Superintendent of Schools, Region 4

Jennifer Tousignant, Principal

Kristina Martineau, Ed.D., Assistant Superintendent

Kimberly Allen, Business Manager

HOW YOU CAN CONTRIBUTE AND PARTICIPATE:

We typically have two "audiences of citizens" during the meeting. During this part of the meeting, you can make comments, suggestions and ask questions. We ask you to limit comments to 3 minutes. If you share a common topic with others, we encourage the use of a single spokesperson for the group. As the intention of the audience of citizens is for the Board to listen to you, the Board will not respond immediately since we may not have discussed or taken a position on the topic...please don't take this as a sign of disinterest. Our standard of courtesy and respect for the opinions of others is the same as the one expected of our students.

We encourage written input to the Board to include suggestions on future agenda items. Upon request, letters can be read at the meeting as long as they focus on issues or policies and not people.

While we value your input, please know the Board of Education meeting is a "Meeting in Public" and not a "Public Meeting." We appreciate your helping us accomplish our agenda in a time effective manner.

REGULAR MEETINGS:

Our regular meetings are normally held on the second Thursday of every other month, unless there is a conflict with school vacation or a holiday. In addition we participate in meetings of the Joint Board of Education Committee every other month along with the Boards of Education of Chester, Deep River and Region 4. Our agenda is posted a week ahead of time on the bulletin board next to the cafeteria entrance and on the school website at (www.reg4.k12.ct.us).

EXECUTIVE SESSION:

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

SPECIAL MEETINGS:

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

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

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
BOARD OF EDUCATION MEETING
ESSEX ELEMENTARY SCHOOL BOARD OF EDUCATION
May 9, 2019 7:00pm**

The regular meeting of the Essex Board of Education was held on Thursday, May 9, 2019. In attendance were Lon Seidman, Carolyn Rotella, DG Fitton and Mark Watson. Also in attendance were Dr. Ruth Levy, Superintendent of Schools, Kim Allen, Business Manager, Jennifer Tousignant, Principal and Kelley Frazier, Clerk. Absent: Loretta McCluskey and Judie McCann

CALL TO ORDER

The meeting was called to order by Lon Seidman at 7:02p.m.

CONSENT AGENDA

Upon a motion duly made by DG Fitton and seconded by Mark Watson the Essex Board of Education unanimously **VOTED** to approve the minutes from the regular meeting of March 14, 2019 and the Accounts Payable report.

STUDENT REPORT

Ms. Tousignant introduced Kaydence Chambers, Lyrical Hupkau and Charlie Leigus who discussed the inventions they created for the Invention Convention.

PUBLIC COMMENT

No Comment.

OTHER ITEMS:

Principal's Update

Ms. Tousignant discussed the activities which have happened this spring. There was an Evening of the Arts which included the spring concert. The volunteer breakfast was well attended. There were a number of Cultural Arts events. The Memorial Day ceremony is on May 24th and the parade is on the 27th. Outdoor Adventure days are coming up. The Summer Reading program will be presented by the librarians. SBAC testing is going well.

REPORTS:

Financial Status Report – Ms. Allen

Ms. Allen gave a brief update on the financial status for Essex Elementary School. Trends indicate a surplus at the end of the year. Ms. Allen will remain vigilant of any unforeseen circumstances and we will keep the Board informed of any developments as they arise.

Upon a motion made by DG Fitton and seconded by Carolyn Rotella the Essex Board of Education unanimously **VOTED** to spend an amount not to exceed \$25,000 on security items.

Cafeteria Report – Ms. Allen

Ms. Allen gave an update on the status of the cafeteria budget.

Possible VOTE to Approve Recommended Budget Transfers

None at this time.

Committee Reports

Finance - Next meeting is May 28, 2019.

Curriculum – Next meeting is May 14, 2019.

Policy – Next meeting is May 20, 2019.

OTHER COMMITTEE REPORTS

Supervision District Committee Update

Region 4 budget passed.

LEARN

No report available.

Joint Ad Hoc School Security Advisory Committee

Mr. Fitton thanked the board for their support. Recommendations are complete. The Committee is working on a Five Year plan and a plan for the next action steps.

Assistant Superintendent's Report

General Update

Ms. Martineau has finished the K-12 priority standards meetings. The teachers understand the standards and the curriculum document. A curriculum cycle is being developed. Assessments are being reviewed so they are aligned to the priority standards. This is laying the groundwork for report card development which will be worked on this summer.

SUPERINTENDENT'S REPORT

District Update

Critical and Creative Problem Solving

No additional report.

Information and Communication

Discussion of Joint BOE Policy Committee's Recommendation of the Following Policies:

None to discuss.

Discussion and possible VOTE to renew the *Agreement Concerning the Establishment and Operation of an Interim Collaborative Preschool Program* dated February 13, 2008. The Original contract expires June 30, 2012 per agreement may be renewed in 1 year increments upon agreement of all signing parties (Boards of Education for Chester, Deep River, Essex and the Regional Supervision District Committee) no later than June 30th. Upon a motion made by DG Fitton and seconded by Carolyn Rotella, the Essex Elementary Board of Education unanimously **VOTED to extend the site of the preschool for one year.**

Discussion and Possible VOTE to renew YMCA afterschool Care Contract on Yearly Basis
This is a good partnership.

Upon a motion made by DG Fitton and seconded by Carolyn Rotella, the Essex Elementary Board of Education unanimously **VOTED** to renew the YMCA Afterschool Care Contract for one year. Ayes: Carolyn Rotella, Mark Watson and DG Fitton.
Abstentions: Mr. Seidman

PUBLIC COMMENT

No Comment.

EXECUTIVE SESSION –PERSONNEL-Evaluation of Superintendent and Exit Interview

Upon a motion duly made and seconded the Essex Elementary Board of Education unanimously **VOTED** to go into Executive Session at 8:10pm. Dr. Levy was invited to attend.

The Board came out of Executive Session at 9:12pm.

FUTURE AGENDA ITEMS

- Next Joint BOE meeting June 6, 2019
- Next Essex BOE Meeting is September 12, 2019 @ 7:00pm
- BOE Self-evaluation (TBD)

ADJOURNMENT

On motion duly made and seconded the Board unanimously **VOTED** to adjourn at 9:13pm.

Respectfully Submitted,

Kelley Frazier, Secretary

Encl #2

Essex Board of Education Special Meeting June 11, 2019

Present: Lon Seidman, Carolyn Rotella, Loretta McCluskey, Judie McCann, Mark Watson, and DG Fitton

Also Present: Ruth Levy, Supt., Kristina Martineau Asst. Supt., & Kim Allen Business Manager

Chair Seidman called the meeting called to order at 6:30 p.m.

On motion duly made and seconded the Board unanimously VOTED to add a teacher for the kindergarten class of 2019-20.

On motion duly made and seconded, the Board unanimously VOTED to transfer 2019-20 funds out of "Unemployment" and "Pension" and move them into "Salaries".

On motion duly made and seconded, the Board unanimously VOTED to adjourn at 6:35 p.m.

Submitted by:
Ruth Levy

Encl #3

2018-19 Budget

BOE COPY 1



05/07/2019 15:11
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REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

1
apchrcn

FOR CASH ACCOUNT: 3000 1040

FOR: Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
68282	05/08/2019	PRINTED	003061 A-DEC COMMUNICATIONS, LLC	354.50			
68283	05/08/2019	PRINTED	006508 AAA STATE OF PLAY	829.72			
68284	05/08/2019	PRINTED	002467 ALLSTON SUPPLY CO INC	1,680.86			
68285	05/08/2019	PRINTED	005676 SARA K. BENEDETTO	62.50			
68286	05/08/2019	PRINTED	002849 CURTIN MOTOR LIVERY, INC.	6,150.60			
68287	05/08/2019	PRINTED	007789 DEEP RIVER ROASTERS LLC	160.00			
68288	05/08/2019	PRINTED	002197 ESSEX HARDWARE CO	212.62			
68289	05/08/2019	PRINTED	002323 ESSEX PRINTING	185.60			
68290	05/08/2019	PRINTED	006719 EVERSOURCE	39.33			
68291	05/08/2019	PRINTED	006678 FRONTIER	97.77			
68292	05/08/2019	PRINTED	002550 GIROUX LANDSCAPING, LLC	4,769.00			
68293	05/08/2019	PRINTED	002506 GRAINGER	447.41			
68294	05/08/2019	PRINTED	002748 LAKESHORE	42.58			
68295	05/08/2019	PRINTED	002329 LEARN	175.00			
68296	05/08/2019	PRINTED	002569 NEW ENGLAND MAINTENANCE D	280.00			
68297	05/08/2019	PRINTED	002743 OLSEN'S SANITATION CO., L	490.00			
68298	05/08/2019	PRINTED	005568 RESERVE ACCOUNT	500.00			
68299	05/08/2019	PRINTED	003190 RIGGIO'S GARDEN CENTER	17.00			
68300	05/08/2019	PRINTED	005944 ANDRIA SAITTA	89.55			
68301	05/08/2019	PRINTED	007180 TREASURER - STATE OF CONN	900.00			
68302	05/08/2019	PRINTED	005523 GARY STEVENS	25.41			
68303	05/08/2019	PRINTED	006817 JENNIFER TOUSIGNANT	167.98			
68304	05/08/2019	PRINTED	002436 TREASURER REGIONAL SCHOOL	18.50			
68305	05/08/2019	PRINTED	002518 TREASURER SUPERVISION DIS	281.18			
68306	05/08/2019	PRINTED	002580 UNITED ART & EDUCATION	12.25			
68307	05/08/2019	PRINTED	002297 W.B.MASON	2,404.71			
68308	05/08/2019	PRINTED	002480 BARBARA WILCOX	79.60			
27 CHECKS CASH ACCOUNT TOTAL				20,473.67			
							.00

2018-19 Budget

2018-19

05/22/2019 08:35
9781dpea

REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000

1040

FOR: Uncleared

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apchkrca

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
68309	05/22/2019	PRINTED	003061 A-DEC COMMUNICATIONS, LLC	1,140.00			
68310	05/22/2019	PRINTED	005794 ADAMS HOMETOWN MARKETS	39.06			
68311	05/22/2019	PRINTED	002082 ADMINISTRATOR, UNEMPLOYME	253.00			
68312	05/22/2019	PRINTED	002467 ALLSTON SUPPLY CO INC	53.47			
68313	05/22/2019	PRINTED	002836 AMAZON/SYNCH	2,063.08			
68314	05/22/2019	PRINTED	006771 CT SOLAR LEASE 2, LLC	2,705.37			
68315	05/22/2019	PRINTED	002477 DEPT ENVIRONMENTAL PROTECT	555.00			
68316	05/22/2019	PRINTED	006877 DOGHOUSE PIANOS	150.00			
68317	05/22/2019	PRINTED	006719 EVERSOURCE	1,595.18			
68318	05/22/2019	PRINTED	002506 GRAINGER	990.69			
68319	05/22/2019	PRINTED	006008 IXL LEARNING	3,325.00			
68320	05/22/2019	PRINTED	005959 LEAF	1,683.81			
68321	05/22/2019	PRINTED	007790 LEARNING BY DESIGN	445.00			
68322	05/22/2019	PRINTED	007267 LITERACY HOW, INC	3,800.00			
68323	05/22/2019	PRINTED	002805 NEW ENGLAND DOOR CLOSER	1,514.00			
68324	05/22/2019	PRINTED	003190 RIGGIO'S GARDEN CENTER	21.25			
68325	05/22/2019	PRINTED	002382 RUSTY KILN POTTERY	150.00			
68326	05/22/2019	PRINTED	006624 SCG	2,168.64			
68327	05/22/2019	PRINTED	002432 STAPLES ADVANTAGE	105.62			
68328	05/22/2019	PRINTED	006542 THE FOUNDATION SCHOOL	7,500.00			
68329	05/22/2019	PRINTED	006748 VOYAGER SOPRIS LEARNING	126.37			
68330	05/22/2019	PRINTED	002297 W.B.MASON	2,195.69			
68331	05/22/2019	PRINTED	002285 WAL MART COMMUNITY	493.08			
68332	05/22/2019	PRINTED	002587 WALTHAM SERVICES, INC	99.00			
68333	05/22/2019	PRINTED	007120 WATERFORD COUNTRY SCHOOL	12,309.70			
68334	05/22/2019	PRINTED	002792 WILSON LANGUAGE TRAINING	468.18			
68335	05/22/2019	PRINTED	006019 ZORO TOOLS ACCOUNTS RECEI	503.40			
27 CHECKS CASH ACCOUNT TOTAL				46,453.59			
							.00

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apchrcn

06/05/2019 09:29 REGIONAL SCHOOL DIST # 4
9781dpea AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000 1040

2018-19 Budget

CHECK # CHECK DATE TYPE VENDOR NAME UNCLEARED CLEARED BATCH CLEAR DATE FOR: Uncleared

68366	06/05/2019	PRINTED	006432 A&A OFFICE SYSTEMS, INC	1,208.24			
68367	06/05/2019	PRINTED	002836 AMAZON/SYNCR	1,144.10			
68368	06/05/2019	PRINTED	004951 AMERICAN INDUSTRIAL TECHN	3,305.00			
68369	06/05/2019	PRINTED	004461 AUTOMATED BUILDING SYSTEM	440.43			
68370	06/05/2019	PRINTED	005835 CITIZENS BANK - HEALTH B	62,970.00			
68371	06/05/2019	PRINTED	002159 CREC	2,642.00			
68372	06/05/2019	PRINTED	007804 CROMWELL CONCRETE PRODUCT	665.00			
68373	06/05/2019	PRINTED	002197 ESSEX HARDWARE CO	309.07			
68374	06/05/2019	PRINTED	006678 FRONTIER	97.77			
68375	06/05/2019	PRINTED	007595 HILL GRUNBLEE	64.95			
68376	06/05/2019	PRINTED	003488 GLOBAL EQUIPMENT CO. INC.	2,307.31			
68377	06/05/2019	PRINTED	004632 INCARNATION CENTERS	3,110.00			
68378	06/05/2019	PRINTED	002815 INTEGRATED SYSTEMS SERVIC	1,416.67			
68379	06/05/2019	PRINTED	006182 JOHNSON, JUDY	1,198.88			
68380	06/05/2019	PRINTED	002411 PITNEY BOWES INC	171.00			
68381	06/05/2019	PRINTED	003503 POSITIVE PROMOTIONS	744.22			
68382	06/05/2019	PRINTED	004093 PRECISION LOCK & SAFE LLC	114.00			
68383	06/05/2019	PRINTED	007811 RELIAS ACADEMY	201.19			
68384	06/05/2019	PRINTED	002403 SCHOOL MATE	220.25			
68385	06/05/2019	PRINTED	002267 SCHOOL SPECIALTY, INC.	4,091.42			
68386	06/05/2019	PRINTED	002432 STAPLES ADVANTAGE	139.63			
68387	06/05/2019	PRINTED	004262 TEC CONTROL SYSTEMS	3,480.00			
68388	06/05/2019	PRINTED	007823 TIVITRI	13,603.79			
68389	06/05/2019	PRINTED	006817 JENNIFER TOUSIGNANT	75.76			
68390	06/05/2019	PRINTED	002436 TREASURER REGIONAL SCHOOL	4,973.51			
68391	06/05/2019	PRINTED	002518 TREASURER SUPERVISION DIS	164,099.59			
68392	06/05/2019	PRINTED	002297 W.B.MASON	1,929.24			
68393	06/05/2019	PRINTED	007821 WEVIDEO, INC.	571.00			
68394	06/05/2019	PRINTED	006019 ZORO TOOLS ACCOUNTS RECEI	61.23			

29 CHECKS CASH ACCOUNT TOTAL

271,355.25 .00

BOE ✓

FOR: Uncleared

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

2018-19 Budget

68396	06/12/2019	PRINTED	006771 CT SOLAR LEASE 2, LLC	3,121.54			
68397	06/12/2019	PRINTED	002849 CURTIN MOTOR LIVERY, INC.	7,597.80			
68398	06/12/2019	PRINTED	006719 EVERSOURCE	38.99			
68399	06/12/2019	PRINTED	002550 GIROUX LANDSCAPING, LLC	2,450.00			
68400	06/12/2019	PRINTED	002158 HEINEMANN PUBLISHING	419.05			
68401	06/12/2019	PRINTED	005959 LEAF	1,683.81			
68402	06/12/2019	PRINTED	007267 LITERACY HOW, INC	450.00			
68403	06/12/2019	PRINTED	002678 MCGRAW-HILL SCHOOL EDUCAT	586.42			
68404	06/12/2019	PRINTED	007834 NEW ENGLAND LAWN AND TCK	1,674.00			
68405	06/12/2019	PRINTED	006544 SHORELINE READING, INC.	362.76			
68406	06/12/2019	PRINTED	005990 TEACHERS COLLEGE (READING	650.00			
68407	06/12/2019	PRINTED	005776 THERMOMEDICS, LLC	3,421.00			
68408	06/12/2019	PRINTED	002436 TREASURER REGIONAL SCHOOL	71,505.00			
68409	06/12/2019	PRINTED	005896 VIJON STUDIOS STAINED GLA	150.00			
68410	06/12/2019	PRINTED	002297 W.B.MASON	5,155.35			
68411	06/12/2019	PRINTED	007120 WATERFORD COUNTRY SCHOOL	15,206.10			
68412	06/12/2019	PRINTED	006019 ZORO TOOLS ACCOUNTS RECEI	254.01			
17 CHECKS CASH ACCOUNT TOTAL				114,725.83			
							.00

REV. 4



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REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

06/19/2019 12:01
9781supp

FOR CASH ACCOUNT: 3000 1040

FOR: ALL

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
68413	06/19/2019	PRINTED	005794 ADAMS HOMETOWN MARKETS	59.14			
68414	06/19/2019	PRINTED	002836 AMAZON/SYNCE	273.74			
68415	06/19/2019	PRINTED	002155 CONNECTICUT WATER CO	1,602.32			
68416	06/19/2019	PRINTED	002195 ESSEX ELEMENTARY SCHOOL C	45.71			
68417	06/19/2019	PRINTED	002493 THOMAS FITZGERALD	41.76			
68418	06/19/2019	PRINTED	004658 KENDALL-HUNT PUBLISHING C	1,529.76			
68419	06/19/2019	PRINTED	006590 OTC BRANDS, INC.	166.71			
68420	06/19/2019	PRINTED	005712 PITNEY BOWES, INC	218.00			
68421	06/19/2019	PRINTED	006578 PRISM AUTISM EDUCATION AN	6,013.75			
68422	06/19/2019	PRINTED	007822 RAPTOR TECHNOLOGIES, LLC	1,725.00			
68423	06/19/2019	PRINTED	006624 SCG	1,391.26			
68424	06/19/2019	PRINTED	002518 TREASURER SUPERVISION DIS	3,638.65			
68425	06/19/2019	PRINTED	002297 W.B.MASON	540.95			
68426	06/19/2019	PRINTED	002285 WAL MART COMMUNITY	122.08			
14 CHECKS CASH ACCOUNT TOTAL				17,378.83			
							.00

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06/26/2019 11:13 REGIONAL SCHOOL DIST # 4
9781dpea | AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000 1040

2018-19 budget

FOR: Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
68427	06/26/2019	PRINTED	006432 A&A OFFICE SYSTEMS, INC	332.66			
68428	06/26/2019	PRINTED	005794 ADAMS HOMETOWN MARKETS	89.32			
68429	06/26/2019	PRINTED	002082 ADMINISTRATOR, UNEMPLOYME	245.00			
68430	06/26/2019	PRINTED	002195 ESSEX ELEMENTARY SCHOOL C	50.25			
68431	06/26/2019	PRINTED	006719 EVERSOURCE	221.81			
68432	06/26/2019	PRINTED	002332 FIRST STUDENTS INC	1,168.18			
68433	06/26/2019	PRINTED	004658 KENDALL-HUNT PUBLISHING C	203.97			
68434	06/26/2019	PRINTED	003190 RIGGIO'S GARDEN CENTER	220.83			
68435	06/26/2019	PRINTED	002518 TREASURER SUPERVISION DIS	3,588.40			
68436	06/26/2019	PRINTED	002580 UNITED ART & EDUCATION	330.61			
68437	06/26/2019	PRINTED	002297 W.B.MASON	392.15			
11 CHECKS CASH ACCOUNT TOTAL				6,843.18			
							.00

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07/01/2019 15:17 REGIONAL SCHOOL DIST # 4
9781dpea | AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000 1040
CHECK # CHECK DATE TYPE VENDOR NAME

FOR: Uncleared

CLEARED BATCH CLEAR DATE

UNCLEARED

68438	07/03/2019	PRINTED	006508 AAA STATE OF PLAY	829.72
68439	07/03/2019	PRINTED	005317 CDW GOVERNMENT, INC	25.00
68440	07/03/2019	PRINTED	002849 CURTIN MOTOR LIVERY, INC.	4,383.40
68441	07/03/2019	PRINTED	002197 ESSEX HARDWARE CO	31.20
68442	07/03/2019	PRINTED	006678 FRONTIER	97.77
68443	07/03/2019	PRINTED	006259 JENNIFER TOUSIGNANT - PET	57.36
68444	07/03/2019	PRINTED	002436 TREASURER REGIONAL SCHOOL	1,566.06
68445	07/03/2019	PRINTED	002518 TREASURER SUPERVISION DIS	140.37
68446	07/03/2019	PRINTED	002297 W.B.MASON	159.85

9 CHECKS
CASH ACCOUNT TOTAL

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07/17/2019 10:01 REGIONAL SCHOOL DIST # 4
9781dpea AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000 1040

FOR: Uncleared

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

2018-19 budget

68457	07/17/2019	PRINTED	002155 CONNECTICUT WATER CO	827.74			
68458	07/17/2019	PRINTED	006771 CT SOLAR LEASE 2, LLC	3,349.01			
68459	07/17/2019	PRINTED	006719 EVERSOURCE	101.85			
68460	07/17/2019	PRINTED	002329 LEARN	60.00			
68461	07/17/2019	PRINTED	002236 PREMIER AGENDAS, INC.	275.10			
68462	07/17/2019	PRINTED	006624 SCG	1,115.11			
68463	07/17/2019	PRINTED	002297 W.B.MASON	1,045.37			
68464	07/17/2019	PRINTED	007120 WATERFORD COUNTRY SCHOOL	9,413.30			
8 CHECKS CASH ACCOUNT TOTAL				16,187.48			.00

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07/17/2019 07:56 REGIONAL SCHOOL DIST # 4
9781dpea AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000 1040

2019-20 budget

FOR: Uncleared

CHECK # CHECK DATE TYPE VENDOR NAME CLEARED BATCH CLEAR DATE

UNCLEARED

68447	07/17/2019	PRINTED	002082 ADMIN, UNEMPLOYMENT COMPE	313.00		
68448	07/17/2019	PRINTED	002408 CABE	2,777.00		
68449	07/17/2019	PRINTED	002087 CAS	2,200.00		
68450	07/17/2019	PRINTED	007007 CHARLES SCHWAB BANK-FBO T	68,103.00		
68451	07/17/2019	PRINTED	002357 CIRMA	13,662.23		
68452	07/17/2019	PRINTED	005835 CITIZENS BANK - HEALTH B	73,276.50		
68453	07/17/2019	PRINTED	002628 ESSEX, TOWN OF	70,500.00		
68454	07/17/2019	PRINTED	005959 LEAF	1,683.81		
68455	07/17/2019	PRINTED	002436 TREASURER REGIONAL SCHOOL	744.83		
68456	07/17/2019	PRINTED	002518 TREASURER SUPERVISION DIS	181,383.00		
10 CHECKS CASH ACCOUNT TOTAL				412,643.37		.00

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REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

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FOR CASH ACCOUNT: 3000
CHECK # CHECK DATE TYPE

1040
VENDOR NAME

FOR: Uncleared

2019-20 budget

UNCLEARED

CLEARED BATCH CLEAR DATE

68465	07/24/2019	PRINTED	006153	1000Bulbs.com	390.09		
68466	07/24/2019	PRINTED	002506	GRAINGER	324.48		
68467	07/24/2019	PRINTED	007151	LANGUAGE CIRCLE ENTERPRIS	644.60		
68468	07/24/2019	PRINTED	004262	TEC CONTROL SYSTEMS	91.65		
68469	07/24/2019	PRINTED	005776	THERMOMEDICS, LLC	4,652.00		
68470	07/24/2019	PRINTED	002297	W.B.MASON	196.35		
68471	07/24/2019	PRINTED	002587	WALTHAM SERVICES, INC	99.00		
7 CHECKS					6,398.17		
CASH ACCOUNT TOTAL							.00

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REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000 1040

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FOR: Uncleared
CLEARED BATCH CLEAR DATE

2019-2020 Budget

CHECK #	CHECK DATE	CHECK TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
68472	08/07/2019	PRINTED	003061 A-DEC COMMUNICATIONS, LLC	2,272.50			
68473	08/07/2019	PRINTED	005835 CITIZENS BANK - HEALTH B	73,276.50			
68474	08/07/2019	PRINTED	005392 DOXSEE, MAURA	80.00			
68475	08/07/2019	PRINTED	002197 ESSEX HARDWARE CO	110.15			
68476	08/07/2019	PRINTED	006719 EVERSOURCE	34.29			
68477	08/07/2019	PRINTED	006678 FRONTIER	99.62			
68478	08/07/2019	PRINTED	002550 GIROUX LANDSCAPING, LLC	2,250.00			
68479	08/07/2019	PRINTED	002150 GUMDROP BOOKS	1,329.14			
68480	08/07/2019	PRINTED	002748 LAKESHORE	48.37			
68481	08/07/2019	PRINTED	002605 MOEMS	238.00			
68482	08/07/2019	PRINTED	002322 MUSIC IN MOTION	125.20			
68483	08/07/2019	PRINTED	006590 ORIENTAL TRADING	191.80			
68484	08/07/2019	PRINTED	006786 REALLY GOOD STUFF, LLC	260.95			
68485	08/07/2019	PRINTED	002578 ROCHESTER 100, INC.	187.20			
68486	08/07/2019	PRINTED	002267 SCHOOL SPECIALTY	4,564.58			
68487	08/07/2019	PRINTED	004000 SHORELINE FIRE EQUIPMENT	392.25			
68488	08/07/2019	PRINTED	006037 STAPLES BUSINESS ADVANTAG	383.23			
68489	08/07/2019	PRINTED	004854 SUPREME FOREST PRODUCTS,	4,400.00			
68490	08/07/2019	PRINTED	007824 TANG COMPANY LLC	551.25			
68491	08/07/2019	PRINTED	004262 TEC CONTROL SYSTEMS	2,013.02			
68492	08/07/2019	PRINTED	002518 TREASURER SUPERVISION DIS	181,380.00			
68493	08/07/2019	PRINTED	002297 W.B.MASON	94.38			
68494	08/07/2019	PRINTED	002587 WALTHAM SERVICES, INC	99.00			
23 CHECKS CASH ACCOUNT TOTAL				274,381.43			
							.00

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08/14/2019 09:09 REGIONAL SCHOOL DIST # 4
9781dpea AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000 CHECK DATE TYPE VENDOR NAME

1040

FOR: Uncleared

CHECK # CHECK DATE TYPE VENDOR NAME 2019-2020 Budget UNCLEARED

CLEARED BATCH CLEAR DATE

68495	08/14/2019	PRINTED	002836	AMAZON/SYNCE	1,312.99			
68496	08/14/2019	PRINTED	006771	CT SOLAR LEASE 2, LLC	3,893.96			
68497	08/14/2019	PRINTED	002623	DIFFERENT ROADS TO LEARNI	40.90			
68498	08/14/2019	PRINTED	007520	EVERYDAY SPEECH	533.31			
68499	08/14/2019	PRINTED	002506	GRAINGER	97.55			
68500	08/14/2019	PRINTED	002158	HEINEMANN PUBLISHING	209.00			
68501	08/14/2019	PRINTED	005959	LEAF	1,683.81			
68502	08/14/2019	PRINTED	005254	LEARNING A-Z	529.80			
68503	08/14/2019	PRINTED	003925	LEXIA LEARNING SYSTEMS	1,340.00			
68504	08/14/2019	PRINTED	002324	PLANK ROAD PUBLISHING	139.45			
68505	08/14/2019	PRINTED	004743	READ NATURALLY	690.00			
68506	08/14/2019	PRINTED	002267	SCHOOL SPECIALTY	1,087.70			
68507	08/14/2019	PRINTED	002937	SOUTHPAW ENTERPRISES	55.20			
68508	08/14/2019	PRINTED	006037	STAPLES BUSINESS ADVANTAG	100.50			
68509	08/14/2019	PRINTED	007031	THE MATH LEARNING CENTER	800.25			
68510	08/14/2019	PRINTED	004417	WEST MUSIC	266.43			
68511	08/14/2019	PRINTED	006019	ZORO TOOLS ACCOUNTS RECEI	263.42			

13,024.27

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CASH ACCOUNT TOTAL

17 CHECKS

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08/21/2019 09:44 REGIONAL SCHOOL DIST # 4
9781dpea AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000 1040

FOR: Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
68515	08/21/2019	PRINTED	005835 CITIZENS BANK - HEALTH B	73,276.50			
68516	08/21/2019	PRINTED	002173 DEMCO, INC.	182.80			
68517	08/21/2019	PRINTED	002481 EDUCATORS PUBLISHING SERV	101.30			
68518	08/21/2019	PRINTED	006719 EVERSOURCE	64.58			
68519	08/21/2019	PRINTED	006809 FOLLETT SCHOOL SOLUTIONS	32.58			
68520	08/21/2019	PRINTED	002506 GRAINGER	240.30			
68521	08/21/2019	PRINTED	002189 INSECT LORE	58.49			
68522	08/21/2019	PRINTED	006090 MARATHON PRESS	150.22			
68523	08/21/2019	PRINTED	007518 MOOSE MATERIALS	71.30			
68524	08/21/2019	PRINTED	006934 MULTISENSORY LEARNING ASS	20.90			
68525	08/21/2019	PRINTED	002743 OLSEN'S SANITATION CO., L	3,150.00			
68526	08/21/2019	PRINTED	006786 REALLY GOOD STUFF, LLC	647.88			
68527	08/21/2019	PRINTED	002267 SCHOOL SPECIALTY	742.58			
68528	08/21/2019	PRINTED	006624 SCG	1,113.37			
68529	08/21/2019	PRINTED	005171 TCI - ORDER DEPARTMENT	960.00			
68530	08/21/2019	PRINTED	004262 TEC CONTROL SYSTEMS	1,642.92			
68531	08/21/2019	PRINTED	007031 THE MATH LEARNING CENTER	5,880.72			
68532	08/21/2019	PRINTED	002436 TREASURER REGIONAL SCHOOL	19,297.30			
68533	08/21/2019	PRINTED	002518 TREASURER SUPERVISION DIS	181,380.00			
68534	08/21/2019	PRINTED	006820 ULINE	115.36			
68535	08/21/2019	PRINTED	002297 W.B.MASON	256.08			
68536	08/21/2019	PRINTED	006019 ZORO TOOLS ACCOUNTS RECEI	91.62			
22 CHECKS CASH ACCOUNT TOTAL				289,476.80	.00		

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



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

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

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

Kim Allen
Business Manager
kallen@reg4.k12.ct.us

To: Brian J. White, Superintendent
From: Kim Allen, Business Manager
Date: September 12, 2019
Re: Essex 2018-2019 Year-End Budget Status Report, through June 30, 2019

Attached is the Year-End 2018-2019 status report.

Essex will end the year with an overall surplus of \$157,166. Please note that this amount is unaudited and will be finalized after the completion of the annual audit.

Object Details

100 - Salaries (overall surplus)

Teacher salaries saw a savings from a long-term substitute and reduced staff overtime also added to the surplus.

200 - Benefits (overall surplus)

Savings in salaries directly affects benefits because lower salaries equates to lower benefits.

300 - Purchased Services (overall surplus)

We saw a savings in SPED services because of reduced student needs.

400 - Rentals/Repairs (overall surplus)

A savings in our electricity line covered deficits in maintenance and rental fees. Note that the year-end security was charged to this object code.

500 - Other Outside Services (overall surplus)

Reduced student needs showed a surplus in our tuition line. The district also received excess costs to offset the tuition expenditures.

600 - Supplies (overall surplus)

Reduced needs for supplies led to a year-end surplus.

700 - Equipment (overall surplus)

Budgeted items obtained at lower than budgeted costs.

Other (overall surplus)

Overall memberships were lower than budgeted for the year.

Essex Elementary School
FY 19 Year-End Report
Through 6/30/19

Object	Description	2018-2019 Approved Budget	2018-2019 Transfers	2018-2019 Revised Budget	2018-2019 Total Expenditures	2018-2019 Surplus (Deficit)
OBJECT 100 - SALARIES:						
5111	School Administrator	144,892	-	144,892	144,892	-
5113	Teachers Salaries	2,113,917	(40,409)	2,073,508	2,044,958	28,550
5114	Secretary Salaries	143,468	(932)	142,536	142,536	0
5115	Custodian Salaries	230,227	(6,340)	223,887	214,336	9,551
5116	Nurse Salary	52,785	1,000	53,785	55,261	(1,476)
5118	Cafeteria Salary	35,000		35,000	57,097	(22,097)
5119	Para Educators Salaries	442,276	26,200	468,476	458,918	9,558
5120	Network Technician Salary	46,122	1,888	48,010	48,010	0
5123	Substitute Teachers Salary	55,000	(8,595)	46,405	35,996	10,409
5124	Substitute Secretary/Para-Educators	8,000	12,199	20,199	22,508	(2,309)
5125	Substitute Custodians	3,000	4,176	7,176	7,932	(756)
5126	Summer Part Time Custodian Salary	14,500		14,500	8,446	6,054
5133	Coaches/Extra-Curricular Salary	13,893	10,813	24,706	18,328	6,379
5134	Secretary Overtime	1,700		1,700	568	1,132
5135	Custodian Overtime	4,500		4,500	1,351	3,149
5198	Supervision District	1,291,094		1,291,094	1,291,094	-
	TOTAL SALARIES	4,600,374	0	4,600,374	4,552,232	48,142
OBJECT 200 - EMPLOYEE BENEFITS:						
5210	Health Insurance	755,642		755,642	755,640	2
5214	Life Insurance	4,759	3,554	8,313	4,169	4,144
5223	FICA/Medicare	102,834	6,975	109,809	100,259	9,550
5250	Unemployment Compensation	30,000	(11,603)	18,397	1,838	16,559
5260	Worker's Compensation	36,620		36,620	31,644	4,976
5290	Other Employee Benefits	62,181		62,181	62,181	-
5291	Annuities	12,437	1,074	13,511	14,216	(705)
5298	Supervision District	367,653		367,653	367,653	-
	TOTAL EMPLOYEE BENEFITS	1,372,126	0	1,372,126	1,337,600	34,526

**Essex Elementary School
FY 19 Year-End Report
Through 6/30/19**

Object	Description	2018-2019 Approved Budget	2018-2019 Transfers	2018-2019 Revised Budget	2018-2019 Total Expenditures	2018-2019 Surplus (Deficit)
OBJECT 300 - PURCHASED & TECHNICAL SERVICES:						
5322	Professional Development	7,000	(4,958)	2,042	1,279	763
5330	Other Professional Services					
	1109 Sound Equipment Services	700		700	700	-
	1215 Special Education	47,200	5,209	52,409	31,466	20,943
	2134 Health	1,175	(251)	924	455	469
	2135 Physical Therapy	14,670		14,670	12,882	1,788
	2139 Testing & Therapy	17,000		17,000	9,092	7,908
	2310 Other Services	30,500		30,500	15,272	15,228
	TOTAL OTHER PROFESSIONAL SERVICES	111,245	4,958	116,203	69,866	46,337
5398	Supervision District	49,031		49,031	49,031	-
	TOTAL PURCHASED & TECHNICAL SERVICES	167,276	0	167,276	120,176	47,100
OBJECT 400 - PURCHASED PROPERTY SERVICES:						
5411	Water	8,900		8,900	8,821	79
5412	Electricity	78,334		78,334	58,921	19,413
5430	Repairs & Maintenance					
	1101 Art	300		300	300	-
	1109 Music	1,750	48	1,798	1,798	0
	1114 Computer Education	10,000	(140)	9,860	7,751	2,109
	2134 Health	85		85	75	10
	2223 Audio/Visual	300	92	392	392	(0)
	2410 Contracts	950	(4)	946	738	209
	2600 Plant Operations	187,900	-	187,900	208,920	(21,020)
	3000 Cafeteria	3,000	1,809	4,809	3,159	1,650
	TOTAL REPAIRS & MAINTENANCE	204,285	1,805	206,090	223,133	(17,043)
5440	Leases	101,705	(1,805)	99,900	99,103	797
5498	Supervision District	4,121		4,121	4,121	-
	TOTAL PURCHASED PROPERTY SERVICES	397,345	0	397,345	394,098	3,247

**Essex Elementary School
FY 19 Year-End Report
Through 6/30/19**

Object	Description	2018-2019 Approved Budget	2018-2019 Transfers	2018-2019 Revised Budget	2018-2019 Total Expenditures	2018-2019 Surplus (Deficit)
<u>OBJECT 500 - OTHER PURCHASED SERVICES:</u>						
5511	Transportation					
	1270 Out-of-District Transportation	65,861				
	1270A Excess Cost Reimb.	-	4,399	70,260	70,719	(459)
	TOTAL TUITION	65,861	4,399	70,260	67,715	(459)
5515	Field Trips & School Events	2,400	110	2,510	1,489	1,021
5520	Comprehensive Insurance	25,411	4,740	30,151	30,151	-
5530	Communications	6,800		6,800	6,501	299
5540	Advertising	-		-		-
5561	Tuition			-		-
	1270 Out-of-District Tuition	254,858	(9,139)	245,719	238,608	7,111
	1270A Excess Cost Reimb.	-		-	(10,139)	10,139
	TOTAL TUITION	254,858	(9,139)	245,719	228,469	17,250
5580	Travel & Conference					
	1207 Network Tech Travel & Conferences	250		250		250
	2213 Staff Travel & Conferences	7,500	269	7,769	7,769	(0)
	2310 Board of Education	900	(269)	631		631
	2410 Admin. Travel & Conferences	1,000	(110)	890	833	57
	TOTAL TRAVEL & CONFERENCES	9,650	(110)	9,540	8,602	938
5598	Supervision District	244,839		244,839	244,839	-
TOTAL OTHER PURCHASED SERVICES						
		609,819	0	609,819	587,766	19,049

**Essex Elementary School
FY 19 Year-End Report
Through 6/30/19**

Object	Description	2018-2019 Approved Budget	2018-2019 Transfers	2018-2019 Revised Budget	2018-2019 Total Expenditures	2018-2019 Surplus (Deficit)
OBJECT 600 - SUPPLIES:						
5610	General Supplies					
	1114 Computer Education	8,000	(497)	7,503	7,278	225
	2134 Health	1,400	453	1,853	1,853	0
	2410 Office Supplies	11,000	(1,214)	9,786	9,585	201
	TOTAL GENERAL SUPPLIES	20,400	(1,258)	19,142	18,716	426
5611	Instruction Supplies:					
	1101 Art	5,400	6	5,406	5,416	(10)
	1103 Language Arts	7,291	(432)	6,859	6,849	10
	1104 Foreign Language (FLES)	450	1	451	451	(0)
	1107 Kindergarten	635	1	636	636	0
	1108 Mathematics	5,063	963	6,026	6,026	(0)
	1109 Music	982	(1)	981	981	0
	1110 Physical Education	2,010	(15)	1,995	1,995	0
	1111 Reading	2,152	(81)	2,071	2,071	(0)
	1112 Science	3,000	(1,662)	1,338	1,338	(0)
	1113 Social Studies	2,226	(300)	1,926	1,508	418
	1114 Computer Education Software	0		-		-
	1116 Study Skills Program	0		-		-
	1117 Early Literacy (Skills Groups & TLC)	0		-		-
	1190 Testing (Incl Scoring Services)	2,347	103	2,450	1,508	942
	1209 Enrichment Projects	3,598	105	3,703	3,703	-
	1210 Talented & Gifted	0		-		-
	1215 Special Education	1,622	47	1,669	1,669	0
	2120 Guidance	0		-		-
	2222 Library	490	(2)	488	488	(0)
	2223 Audio Visual	6,949	(5)	6,944	6,944	-
	TOTAL INSTRUCTION MATERIALS	44,215	(1,272)	42,943	41,582	1,361

**Essex Elementary School
FY 19 Year-End Report
Through 6/30/19**

Object	Description	2018-2019 Approved Budget	2018-2019 Transfers	2018-2019 Revised Budget	2018-2019 Total Expenditures	2018-2019 Surplus (Deficit)
5613	Operations Maintenance Supplies	20,000		20,000	19,925	75
5624	Heating Fuel Natural Gas	30,000	3,549	33,549	33,044	505
5626	Gasoline	200	(170)	30	30	-
5629	General Instructional Supplies	21,230	(505)	20,725	20,133	592
5641	Instruction Materials:					
	1101 Art	0	0	-	0	-
	1103 Language Arts	660	31	691	691	(0)
	1104 Foreign Language (FLES)	95	(2)	93	93	0
	1107 Kindergarten	1,832	7	1,839	1,839	0
	1108 Mathematics	7,570	388	7,958	7,958	0
	1109 Music	1,700	2	1,702	1,702	(0)
	1111 Reading	6,397	(10)	6,387	6,387	(0)
	1112 Science	4,000	29	4,029	4,029	0
	1113 Social Studies	660	(660)	-	-	-
	1114 Computer Education Software	6,760	346	7,106	7,106	0
	1116 Study Skills Program	1,925	(477)	1,448	1,448	(0)
	1209 Enrichment Projects	1,750		1,750	1,746	4
	1215 Special Education	5,319		5,319	5,298	21
	2120 Guidance	1,914	(5)	1,909	1,909	0
	2222 Library	6,974	7	6,981	6,981	(0)
	2223 Audio Visual	0		-	-	-
	TOTAL INSTRUCTION MATERIALS	47,556	(344)	47,212	47,186	26
5642	Library & Professional Books	-		-	-	-
5698	Supervision District	20,991		20,991	20,991	-
	TOTAL SUPPLIES	204,592	0	204,592	201,608	2,984
	OBJECT 700 - PROPERTY:					

**Essex Elementary School
FY 19 Year-End Report
Through 6/30/19**

Object	Description	2018-2019 Approved Budget	2018-2019 Transfers	2018-2019 Revised Budget	2018-2019 Total Expenditures	2018-2019 Surplus (Deficit)
5730	<u>Equipment</u>					
	1103 English/Language Arts	1,149		1,149	989	160
	1215 Special Education	2,000		2,000	904	1,096
	2600 Plant Operations	12,000		12,000	12,000	-
	TOTAL EQUIPMENT	15,149	0	15,149	13,893	1,256
5798	Supervision District	-		-		-
	TOTAL PROPERTY	15,149	0	15,149	13,893	1,256
	OBJECT 800 - OTHER OBJECTS:					
5810	<u>Dues & Fees</u>					
	2310 Board of Education	3,000		3,000	2,799	201
	2410 School Dues & Fees	929		929	269	660
	TOTAL DUES & FEES	3,929	0	3,929	3,068	861
5898	Supervision District	1,610		1,610	1,610	-
	TOTAL OTHER OBJECTS	5,539	0	5,539	4,678	861
	TOTAL	7,372,220	0	7,372,220	7,212,050	157,166
	GRAND TOTAL	7,372,220	0	7,372,220	7,212,050	157,166

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

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

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



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

Kim Allen
Business Manager
kallen@reg4.k12.ct.us

To: Brian J. White, Superintendent
From: Kim Allen, Business Manager
Date: September 12, 2019
Re: Essex 2019-2020 Budget Status Report through August 31, 2019

Attached is the FY20 Essex financial report through August 31, 2019.

The Essex budget is currently being forecasted to end with a surplus of \$193,705. Please note that teachers and staff do not return to school until August 24, 2019 and they will encumber additional services for the year that are not reflected in this current forecasted surplus.

Object Details

100 - Salaries (overall surplus)

Savings in teacher salaries is expected due to LOA of staff members.

200 - Benefits (overall surplus)

Savings in salaries directly corresponds to savings in benefits.

300 - Purchased Services (overall deficit)

We are currently forecasting a deficit in this line due to the increased need for student services.

400 - Rentals/Repairs (overall surplus)

A savings in plant operations is currently being projected.

500 - Other Outside Services (overall surplus)

Reduced out of district tuitions will show a surplus in this line.

600 - Supplies (overall deficit)

All budged funds are expected to be expended in full before June 30, 2020

Equipment

All budged funds are expected to be expended in full before June 30, 2020.

Other

All budged funds are expected to be expended in full before June 30, 2020.

Essex Elementary School
FY20 Financial Report
Through 8/31/19

BUDGET BY OBJECT		2019-2020 Approved Budget	2019-2020 Transfers	2019-2020 Revised Budget	Total Expenditures through 8/31/19	Total Encumbered through 8/31/19	Total Forecasted to be expended through 6/30/20	2019-2020 Projected Year- End Surplus (Deficit)
OBJECT 100 - SALARIES:								
5111	School Administrator Salaries	148,877		148,877	28,630	120,247		-
5113	Teachers Salaries	1,923,294		1,923,294	72,321	1,808,025		42,948
5114	Secretary Salaries	146,276		146,276	17,014	126,310		2,952
5115	Custodian Salaries	233,112		233,112	32,794	200,318		0
5116	Nurse Salary	53,303		53,303	2,971	49,282	1,000	50
5118	Cafeteria Salary	35,000		35,000			35,000	-
5119	Para Educators Salaries	490,075		490,075		480,530		9,545
5120	Network Technician Salary	-		-				-
5123	Substitute Teachers Salary	55,000		55,000			55,000	-
5124	Substitute Secretary/Para-Educators	8,000		8,000	799			7,201
5125	Substitute Custodians	3,000		3,000	5,161			(2,161)
5126	Summer Part Time Custodian Salary	14,500		14,500	5,889			8,611
5133	Coaches/Extra-Curricular Salary	13,893		13,893			13,893	-
5134	Secretary Overtime	1,700		1,700	158		1,700	-
5135	Custodian Overtime	4,500		4,500			4,342	0
5198	Supervision District	1,360,804		1,360,804	340,203	1,020,601		-
TOTAL SALARIES		4,491,334	0	4,491,334	505,940	3,805,313	110,935	69,146
OBJECT 200 - EMPLOYEE BENEFITS:								
5210	Health Insurance	879,318		879,318	219,830	659,489		-
5214	Life Insurance	4,016		4,016			4,016	-
5223	FICA/Medicare	98,324		98,324	6,960		88,719	2,645
5250	Unemployment Compensation	-		-	313			(313)
5260	Worker's Compensation	29,683		29,683	7,516	22,547		(380)
5290	Other Employee Benefits	68,103		68,103	68,103			-
5290	Teacher Pension Contribution	-		-				-
5291	Annuities	12,316		12,316			12,316	-
5298	Supervision District	473,962		473,962	117,407	356,555		-
TOTAL EMPLOYEE BENEFITS		1,565,722	0	1,565,722	420,128	1,038,590	105,051	1,952

**Essex Elementary School
FY20 Financial Report
Through 8/31/19**

BUDGET BY OBJECT		2019-2020 Approved Budget	2019-2020 Transfers	2019-2020 Revised Budget	Total Expenditures through 8/31/19	Total Encumbered through 8/31/19	Total Forecasted to be expended through 6/30/20	2019-2020 Projected Year- End Surplus (Deficit)
OBJECT 300 - PURCHASED & TECHNICAL SERVICES:								
5322	Professional Development	7,000		7,000			7,000	-
5330	Other Professional Services							
	1109 Sound Equipment Services	850		850				850
	1215 Special Education	39,000		39,000	8,511	39,800		(9,311)
	2134 Health	1,175		1,175				1,175
	2135 Physical Therapy	17,011		17,011		17,011		-
	2139 Testing & Therapy	17,000		17,000			17,000	-
	2310 Other Services	30,500		30,500	10,500	20,000		-
	TOTAL OTHER PROFESSIONAL SERVICES	105,536	0	105,536	19,011	76,811	17,000	(7,286)
5398	Supervision District	52,931		52,931	13,232	39,699		-
	TOTAL PURCHASED & TECHNICAL SERVICES	165,467	0	165,467	32,243	116,510	24,000	(7,286)
OBJECT 400 - PURCHASED PROPERTY SERVICES:								
5411	Water	8,900		8,900		8,900		-
5412	Electricity	78,334		78,334	3,993	74,341		-
5430	Repairs & Maintenance							
	1101 Art	300		300		300		-
	1109 Music	1,780		1,780		1,780		-
	1114 Computer Education	10,000		10,000	260	9,000		740
	1215 Special Education	100		100			100	-
	2134 Health	85		85		85		-
	2223 Audio/Visual	500		500			500	-
	2410 Contracts	800		800	745			55
	2600 Plant Operations	260,775		260,775	82,644	110,045	60,000	8,086
	2600 Security	-		-				-
	3000 Cafeteria	3,000		3,000			3,000	-
	TOTAL REPAIRS & MAINTENANCE	277,340	0	277,340	83,648	121,210	63,600	8,881
5440	Leases	111,505		111,505	3,368	108,137		-
5498	Supervision District	7,147		7,147	1,783	5,364		-
	TOTAL PURCHASED PROPERTY SERVICES	483,226	0	483,226	92,792	317,953	63,600	8,881

**Essex Elementary School
FY20 Financial Report
Through 8/31/19**

BUDGET BY OBJECT		2019-2020 Approved Budget	2019-2020 Transfers	2019-2020 Revised Budget	Total Expenditures through 8/31/19	Total Encumbered through 8/31/19	Total Forecasted to be expended through 6/30/20	2019-2020 Projected Year- End Surplus (Deficit)
OBJECT 500 - OTHER PURCHASED SERVICES:								
5511	Transportation							
	1270 Out-of-District Transportation	65,000		65,000			28,800	36,200
	1270A Excess Cost Reimb.	-		-				-
	TOTAL TUITION	65,000	0	65,000	0	0	28,800	36,200
5515	Field Trips & School Events	2,400		2,400		2,400		-
5520	Comprehensive Insurance	24,656		24,656	6,147	18,440		70
5530	Communications	6,800		6,800	100	6,921		(221)
5540	Advertising	-		-				-
5561	Tuition							-
	1270 Out-of-District Tuition	181,200		181,200	19,297	75,100	4,912	81,891
	1270A Excess Cost Reimb.	-		-				-
	TOTAL TUITION	181,200	0	181,200	19,297	75,100	4,912	81,891
5580	Travel & Conference							
	1207 Network Tech Travel & Conferences	0		-				-
	2213 Staff Travel & Conferences	7,500		7,500		685	6,000	815
	2310 Board of Education	0		-				-
	2410 Admin. Travel & Conferences	1,000		1,000		1,000		-
	TOTAL TRAVEL & CONFERENCES	8,500	0	8,500	0	1,685	6,000	815
5598	Supervision District	262,655		262,655	65,663	196,992		-
	TOTAL OTHER PURCHASED SERVICES	551,211	0	551,211	91,207	301,538	39,712	118,754

**Essex Elementary School
FY20 Financial Report
Through 8/31/19**

BUDGET BY OBJECT		2019-2020 Approved Budget	2019-2020 Transfers	2019-2020 Revised Budget	Total Expenditures through 8/31/19	Total Encumbered through 8/31/19	Total Forecasted to be expended through 6/30/20	2019-2020 Projected Year- End Surplus (Deficit)
OBJECT 600 - SUPPLIES:								
5610	General Supplies							
	1114 Computer Education	8,000		8,000		7,000		1,000
	2134 Health	1,400		1,400		1,400		-
	2410 Office Supplies	11,000		11,000	150	10,450		400
	TOTAL GENERAL SUPPLIES	20,400	0	20,400	150	18,850	0	1,400
5611	Instruction Supplies:							
	1101 Art	5,400		5,400		5,400		-
	1103 Language Arts	7,291		7,291	5,884	1,164		243
	1104 Foreign Language (FLES)	450		450		450		0
	1107 Kindergarten	626		626	192	434		1
	1108 Mathematics	3,995		3,995	2,142	1,034	819	0
	1109 Music	875		875	531	350		0
	1110 Physical Education	2,008		2,008	533	466	1,000	9
	1111 Reading	2,289		2,289	738	98	1,452	0
	1112 Science	4,000		4,000	1,539	173	2,288	0
	1113 Social Studies	1,747		1,747		1,937		(190)
	1114 Computer Education Software	0		-				-
	1116 Study Skills Program	0		-				-
	1117 Early Literacy (Skills Groups & TLC)	0		-				-
	1190 Testing (Incl Scoring Services)	2,452		2,452		1,592	500	360
	1209 Enrichment Projects	3,598		3,598	238	3,340		20
	1210 Talented & Gifted	0		-				-
	1215 Special Education	1,763		1,763	888	772		103
	2120 Guidance	0		-				-
	2222 Library	506		506	298			208
	2223 Audio Visual	7,179		7,179		5,874	1,300	5
	TOTAL INSTRUCTION MATERIALS	44,179	0	44,179	12,984	23,084	7,359	752
5613	Operations Maintenance Supplies							
	5624 Heating Fuel Natural Gas	20,000		20,000	547	15,953	3,500	-
	5626 Gasoline	30,000		30,000	1,113	28,887		-
	5629 General Instructional Supplies	200		200		200		-
		19,752		19,752		18,900	850	2

**Essex Elementary School
FY20 Financial Report
Through 8/31/19**

BUDGET BY OBJECT		2019-2020 Approved Budget	2019-2020 Transfers	2019-2020 Revised Budget	Total Expenditures through 8/31/19	Total Encumbered through 8/31/19	Total Forecasted to be expended through 6/30/20	2019-2020 Projected Year- End Surplus (Deficit)
5641	Instruction Materials:							-
	1101 Art	0		-				-
	1103 Language Arts	660		660		640	20	-
	1104 Foreign Language (FLES)	95		95			95	-
	1107 Kindergarten	1,597		1,597			1,597	-
	1108 Mathematics	7,052		7,052	6,165	450	437	(0)
	1109 Music	1,700		1,700		1,700		-
	1110 Physical Education	0		-				-
	1111 Reading	5,550		5,550	119	3,773	1,659	(0)
	1112 Science	4,000		4,000		2,310	1,690	-
	1113 Social Studies	660		660			660	-
	1114 Computer Education Software	6,760		6,760	1,870	3,350	1,540	0
	1116 Study Skills Program	1,925		1,925			1,925	-
	1117 Early Literacy (Skills Groups & TLC)	0		-				-
	1190 Testing (Incl Scoring Services)	0		-				-
	1209 Enrichment Projects	1,750		1,750		180	1,570	-
	1210 Talented & Gifted	0		-				-
	1215 Special Education	5,319		5,319	1,589	488	3,242	0
	2120 Guidance	1,155		1,155		240	915	0
	2222 Library	6,919		6,919	1,362	4,414	1,143	0
	2223 Audio Visual	0		-				-
	TOTAL INSTRUCTION MATERIALS	45,142	0	45,142	11,105	17,544	16,493	0
5642	Library & Professional Books	-		-				-
5698	Supervision District	21,790		21,790	5,446	16,344		-
	TOTAL SUPPLIES	201,463	0	201,463	31,345	139,762	28,202	2,154

Essex Elementary School
FY20 Financial Report
Through 8/31/19

BUDGET BY OBJECT		2019-2020 Approved Budget	2019-2020 Transfers	2019-2020 Revised Budget	Total Expenditures through 8/31/19	Total Encumbered through 8/31/19	Total Forecasted to be expended through 6/30/20	2019-2020 Projected Year- End Surplus (Deficit)
OBJECT 700 - PROPERTY:								
5730	Equipment							
	1101 Art	0						-
	1103 English/Language Arts	0		-				-
	1104 Foreign Language (FLES)	0		-				-
	1107 Kindergarten	0		-				-
	1109 Music	0		-				-
	1110 Physical Education	0		-				-
	1111 Reading	0		-				-
	1112 Science	0		-				-
	1112 Social Studies	0		-				-
	1207 Technology	0		-				-
	1215 Special Education	0		-				-
	2223 Audio/Visual	0		-				-
	2600 Plant Operations	0		-				-
	2600 Cafeteria - Slicer	0		-				-
	TOTAL EQUIPMENT	0	0	0	0	0	0	0
5798	Supervision District	-						
	TOTAL PROPERTY	0	0	0	0	0	0	0
OBJECT 800 - OTHER OBJECTS:								
5810	Dues & Fees							
	2310 Board of Education	3,000		3,000	2,777		200	23
	2410 School Dues & Fees	929		929	200	350	300	79
	TOTAL DUES & FEES	3,929	0	3,929	2,977	350	500	102
5898	Supervision District	1,624		1,624	409	1,215		-
	TOTAL OTHER OBJECTS	5,553	0	5,553	3,386	1,565	500	102
	TOTAL	7,463,976	0	7,463,976	1,177,040	5,721,231	372,000	193,705
	GRAND TOTAL	7,463,976	0	7,463,976	1,177,040	5,721,231	372,000	193,705

Business

Purchasing Authority

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

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

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

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

Signing Authority Levels

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

*all capital expenditures regardless of amount

Goods and Services Purchasing

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

Expense Reimbursements

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

Policy reviewed:

May 21, 2018

Policy revised: TBD

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

Business and Non-Instructional Operations

Student Activity Funds

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

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

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

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

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

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

Legal Reference: Connecticut General Statutes

10-237 School activity funds

~~Policy revised April 07, 2011~~
Policy Revised TBD

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

Encl #7 For Discussion (after Joint BOE First Reading in June) of revised policy recommended by Joint BOE Policy Committee for approval. The Current policy may be found immediately following the recommended policy.

5141.21(a)

Students

Administering Medications

A. Definitions

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

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

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

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

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

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

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

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

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

Error means:

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

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

Students

Administering Medications (continued)

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

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

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

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

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

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

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

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

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

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

Students

Administering Medications (continued)

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

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

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

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

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

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

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

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

Principal means the administrator in the school.

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

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

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

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

Students

Administering Medications (continued)

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

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

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

B. General Policies On Administration of Medications

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

Students

Administering Medications (continued)

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

Students

Administering Medications (continued)

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

Students

Administering Medications (continued)

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

Students

Administering Medications (continued)

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

Students

Administering Medications (continued)

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

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

C. Diabetic Students

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

Students

Administering Medications (continued)

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

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

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

Students

Administering Medications (continued)

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

Students

Administering Medications (continued)

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

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

E. Naloxone for Purposes of Emergency First Aid

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

Students

Administering Medications (continued)

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

Students

Administering Medications (continued)

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

F. Documentation and Record Keeping

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

Students

Administering Medications (continued)

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

Students

Administering Medications (continued)

G. Errors In Medication Administration

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

H. Medication Emergency Procedures

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

Students

Administering Medications (continued)

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

I. Supervision

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

Students

Administering Medications (continued)

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

J. Training of School Personnel

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

Students

Administering Medications (continued)

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

K. Handling, Storage and Disposal of Medications

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

Students

Administering Medications (continued)

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

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

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Administering Medications (continued)

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

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

Students

Administering Medications (continued)

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

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

Students

Administering Medications (continued)

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

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

M. Review and Revision of Policy

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

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Administering Medications (continued)

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

Legal References:

Connecticut General Statutes:

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

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

Regulations of Conn. State Agencies:

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

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

Policy revised: TBD

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

5141.21(a)

Students

Administering Medications

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

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

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

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

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

Students

Administering Medications (continued)

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

Legal Reference: Connecticut General Statutes

10-212a Administration of medicines by school personnel.

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

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

Policy adopted: November 10, 1997

CHESTER PUBLIC SCHOOLS
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