



**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 **November 14, 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.** – Superintendent, Brian White
- 2. Election of Officers** for 1 yr. terms – Supt. White shall open the floor for nominations for the office of chairman

The newly elected Chair shall open the floor for nominations for the following offices:
Vice-Chairman
Secretary
Committee Appointments (Any Standing / Any Ad Hoc Committees as needed)
- 3. Student report – General update by EES students**
- 4. Executive Session – Interview** candidates to fill BOE vacancies
- 5. Action Item** - Possible VOTE to appoint candidates to fill 2 BOE member vacancies until the next municipal election in November 2021 (for terms ending Nov. 2023 & Nov. 2025)
- 6. 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.
 - 6.1. Minutes from the regular meeting of September 12, 2019 (*encl #1*)
 - 6.2. Accounts Payable Report (*encl #2*)
- 7. Votes to be made from Oct. 03, 2019 Joint BOE meeting where there was no Essex BOE quorum:**
 - 7.1. Possible VOTE to approve the consent agenda consisting of the minutes of the June 06, 2019 regular meeting of the Joint Board and the minutes of the June 10, 2019 special meeting of the Joint Board. (*encl #3*)
 - 7.2. Possible VOTE to approve the Calendar of BOE Meetings for Jan. – Dec. 2020 with the removal of the Joint BOE Committee schedule. (*encl #4*)

7.3. Possible VOTE to approve the following policies as presented: #3453 Student Activity; #3300 Ordering Goods and Services; #5141.21 Administering Medicine. (encl #5)

8. 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.

9. Reports and Other Items:

9.1. Superintendent’s Report – *B. White*
 a. District update
 b. Information and communication

9.2. Assistant Superintendent’s Report – *K. Martineau*
 a. Presentation of 2017-18 Performance Profile Report for EES (encl#6)

9.3. Director of Pupil Services Report – *S. Smalley*

9.4. Financial Status Report – *K. Allen*
 a. Financial Status and Cafeteria Account Update (encl #7)
 b. Discussion and possible VOTE to approve current year transfer of funds

9.5. Principal’s Update – *J. Tousignant*
 a. Possible VOTE to accept \$500 donation from Valley Soccer to be used at the Principal’s discretion.

9.6. Report on Grants – *K. Martineau*

9.7. Student Achievement Assessment Data – *K. Martineau*

9.8. 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

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

c. Other committee reports

c.1 LEARN Committee update – *C. Rotella*

c.2 Joint BOE Ad Hoc School Security Advisory Committee – *DG Fitton*

c.3 Discussion regarding any Pending Policies – *standing item*

The First Reading of this policy were held at Oct. 3rd Joint BOE meetings – the Second Reading and possible Vote to approve will be at the December 7th Joint BOE meeting:

Policy #5114 Suspension/Due Process (*encl #8*)

10. 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.

11. Future agenda items

- 11.1. Next Joint BOE meeting is December 05, 2019 @ 7:00 p.m.
- 11.2. New BOE Member orientation is Thurs., Dec. 19, 2019 @ 6:00 p.m. in Central Office
- 11.3. Next Essex BOE regular meeting is January 09, 2020 @ 7:00 p.m.
- 11.4. Essex BOE Budget Workshop I is Tues. Jan. 21, 2020 @ 6:00 p.m. @ EES Media Center
- 11.5. Essex BOE Budget Workshop II is Wed., Feb. 12, 2020 @ 6:00 p.m. @ EES Media Center
- 11.6. Essex BOE Budget Workshop III is Tues., Feb. 25, 2020 @ 6:00 p.m. @ EES Media Center
- 11.7. Yearly BOE Self-evaluation (TBD)

12. 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) CH(TBD/Scherber) DR(Resnisky /Campbell) ES (Seidman/McCluskey)		
*Joint PK-12 Curriculum Sub-Comm.	R4(Cavanaugh/Brookhart) CH(Bibbiani/Fearon) DR(T.Dickson/Grunko) ES(Rotella/TBD)		
*Joint PK-12 Finance Sub-Committee	R4 (Clark/Daniels) CH (TBD/Englert) DR (TBD/TBD) ES (Fitton/Watson)		
Supervision District Committee (2 yr terms end in Nov. of the year listed after each name)	R4 (Cavanaugh 21 / TBD 21 / Clark 21) CH (Fearon 21 /Fitzgibbons 21 / TBD 21) DR (Weglarz 21 / Ferretti 21 / Morrissey 21) ES (Fitton 21 /McCluskey 21 / Seidman 21)		
Joint Ad Hoc Committees (ad hoc committees meet for a designated period or as needed)			
Personnel & Negotiations		Contract duration	Initiate negotiations
- Joint BOE Teacher negotiations	R4 (Daniels/Brookhart Alt.) CH (TBD/Englert Alt.) DR (Morrissey/Weglarz Alt.) ES (Fitton/Watson)	Expires 7/2022	6/2021
- Joint BOE Administrator negotiations	Same as ABOVE for Teacher negotiations	Expires 7/2020	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, TBD) DR (Campbell/Ferretti Alt.) ES (Fitton/Watson)	Expires 7/2021	3/2021
- Cafeteria (all schools)		Expires 7/2020	3/2020
Public Relations & Community Outreach	R4(TBD/TBD), CH (Bibbiani), ES (Seidman), DR (Weglarz/TBD)		
Technology	R4(TBD), CH(Englert), ES (Seidman), DR (TBD)		
School Calendar	R4(Brookhart/Daniels), CH (Englert), ES (McCluskey), DR (Weglarz)		
LEARN Joint BOE representative(s)	R4(Cavanaugh), CH(Myers), ES(Rotella), DR(TBD)		
School Security Advisory Committee	R4(TBD), CH(Greenberg-Ellis), DR(Weglarz), ES(Fitton)		
Tuition Committee	R4(TBD), CH (TBD), 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	Morrissey/Ferretti		
PTO	rotating		
School Improvement Team	Weglarz		
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		Contract duration	Initiate negotiations
▪ R4 Secretaries/Nurses	Daniels/Brookhart Alt.	Expires 7/2020	3/2020
▪ R4 Custodians	Daniels/Brookhart Alt.	Expires 7/2021	3/2021
R4 Audit & Finance	TBD/TBD		
School Improvement Team	TBD/TBD/TBD		
R4 Grounds and Buildings Maintenance and Oversight Committee	Fitton/TBD/TBD /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	2023	Cassandra Sweet	2025	Lon Seidman	2021
Vacancy	2023	Vacancy	2025	DG Fitton	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
Kristina Martineau, Ed.D., Assistant Superintendent
Kimberly Allen, Business Manager

Jennifer Tousignant, Principal

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
September 12, 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, Judie McCann, Loretta McCluskey and Mark Watson. Also in attendance were Brian White, Superintendent of Schools, Kim Allen, Business Manager, Jennifer Tousignant, Principal and Kelley Frazier, Clerk. Absent:

CALL TO ORDER

The meeting was called to order by Lon Seidman at 6:58p.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 May 9, 2019, the minutes from the special meeting of June 11, 2019 and the Accounts Payable report.

STUDENT REPORT

Report held until November 2019 meeting.

PUBLIC COMMENT

No Comment.

REPORTS AND OTHER ITEMS:

SUPERINTENDENT'S REPORT

District Update

It has been a smooth opening to the school year.

Staffing Update

A .6 FTE for special education was hired. The costs will be covered in the budget.

Alarm Panel Update

There was a false alarm in August indicating a gas leak. The panel was serviced and the problem has been rectified.

Introduction of New Teachers at EES

Ms. Tousignant introduced the Michael Waterbury, Physical Education and Heather Skaanning, 6th Grade, who are both long term substitutes. Nancy Watkins who was hired as a para educator and Erin Pumerantz who is the new Kindergarten teacher were unable to attend.

Assistant Superintendent's Report

General Update

Ms. Martineau was not present. Mr. White noted that content areas with an emphasis on priority standards were focused on over the summer. Curriculum was reviewed along with learning and assessment practices across all grade levels. The K-5 Report Card Committee has been reviewing the Connecticut standards. The Committee will develop a timeline for the pilot and implementation phases. This will be a multi-year process. Our curriculum has been aligned with the Next Generation Science standards for all grade levels.

Director of Pupil Services Report – S. Smalley

Ms. Smalley noted that the summer was successful. The high school students who participated in the vocational program were paid. At the high school level students are being brought back to allow them to participate in the many curriculum options. Teachers will be instructed on how to provide effective dyslexia support.

REPORTS:

Financial Status Report – Ms. Allen

Essex ended the year with a surplus of approximately \$150,000 which is unaudited. There will be no transfers needed at this time.

Financial Status and Cafeteria Account Update

Ms. Allen gave a brief update on the financial status for Essex Elementary School and the Cafeteria Account. Ms. Allen will remain vigilant of any unforeseen circumstances and we will keep the Board informed of any developments as they arise.

Principal's Update

Update on 2019-20 School Year Opening

General maintenance and repairs throughout the building were completed over the summer. Two sets of glass doors have been replaced. A jersey barrier was installed in front of the gas lines. It was a very smooth opening to school. There has been significant growth in Math. The curriculum and the math coaches have proven to be beneficial. One student competed in the Invention Convention at nationals. Various events are planned for the fall such as picture day, the bus evacuation drill, the Fire Prevention Program in October along with the book fair and parent/teacher conferences. A Historian in Residence will be working with the fifth graders for two weeks in October.

Possible VOTE to Accept a Grant not to Exceed \$42,000 from the Essex Elementary Foundation to be Used at the Discretion of the Administration

This will fund a Scientist in Residence program.

Upon a motion made by DG Fitton and seconded by Carolyn Rotella the Essex Elementary Board of Education unanimously **VOTED** to accept a grant not to exceed \$42,000 from the Essex Elementary Foundation to be used at the discretion of the administration.

Committee Reports

Finance - Next meeting is September 24, 2019.

Curriculum – Next meeting is September 17, 2019.

Policy – Next meeting is September 16, 2019.

OTHER COMMITTEE REPORTS

Supervision District Committee Update

Special Education was discussed.

LEARN

No report available.

Joint Ad Hoc School Security Advisory Committee

A meeting was held and a schedule initiated.

Discussion Regarding any Pending Policies

First Reading of these policies were held at the June 6th Joint BOE meetings – the Second Readings and Possible VOTES to approve will be done at the October 3rd Joint Board of Education meeting

Policy #3300 Purchasing Authority

Policy #3453 Student Activity

Policy #5141.21 Administering Medication

Mr. Fitton discussed that some policies may be school specific and should be reviewed by the specific Board of Education.

PUBLIC COMMENT

A resident asked about the end of year surplus. Essex surplus funds go back to the town not to a reserve account.

Ms. McCluskey will coordinate the reception for the teachers. The Corinthian will be the preferred location. October 23rd is the preferred date.

FUTURE AGENDA ITEMS

- Next Joint BOE meeting October 3, 2019 at 7:00pm
- Next Essex BOE Meeting is November 14, 2019 at 7:00pm
- Election of BOE Officers (Nov Meeting after seating of new members)
- Yearly BOE Self-evaluation (TBD)

ADJOURNMENT

On motion duly made and seconded the Board unanimously **VOTED** to adjourn at 7:50pm.

Respectfully Submitted,

Kelley Frazier, Secretary



10/28/2019 08:46
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REGIONAL SCHOOL DIST # 4
|AP CHECK RECONCILIATION REGISTER

P 1
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FOR CASH ACCOUNT: 3000

VENDOR NAME 1040

FOR: Uncleared

CHECK # CHECK DATE TYPE VENDOR NAME 2019-20 Budget

UNCLEARED CLEARED BATCH CLEAR DATE

68679	10/30/2019	PRINTED	002836	AMAZON/SYNCB	390.87			
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68681	10/30/2019	PRINTED	002506	GRAINER	73.03			
68682	10/30/2019	PRINTED	006072	KIDS DISCOVER	192.00			
68683	10/30/2019	PRINTED	003022	AMY MACDONALD	48.25			
68684	10/30/2019	PRINTED	002676	THE MCGRW-HILL SCHOOL ED	1,199.36			
68685	10/30/2019	PRINTED	006590	ORIENTAL TRADING	114.31			
68686	10/30/2019	PRINTED	002264	SCHOOL HEALTH CORPORATION	191.34			
68687	10/30/2019	PRINTED	002266	SCHOOL NURSE SUPPLY, INC.	198.76			
68688	10/30/2019	PRINTED	002267	SCHOOL SPECIALTY	100.08			
68689	10/30/2019	PRINTED	002432	STAPLES BUSINESS ADVANTAG	46.80			
68690	10/30/2019	PRINTED	002575	TEACHER'S DISCOVERY	34.94			
68691	10/30/2019	PRINTED	002587	WALTHAM SERVICES, INC	99.00			
68692	10/30/2019	PRINTED	006019	ZORO TOOLS ACCOUNTS RECEI	404.70			

14 CHECKS

CASH ACCOUNT TOTAL

4,133.25 .00

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10/22/2019 15:30 REGIONAL SCHOOL DIST # 4
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FOR CASH ACCOUNT: 3000 1040

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2019-20 Budget

CHECK # CHECK DATE TYPE VENDOR NAME CLEARED BATCH CLEAR DATE

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68646	10/23/2019	PRINTED	006432 A&A OFFICE SYSTEMS, INC	1,173.31		
68647	10/23/2019	PRINTED	007908 AAPC, INC	34.95		
68648	10/23/2019	PRINTED	005794 ADAMS HOMETOWN MARKETS	10.43		
68649	10/23/2019	PRINTED	002082 ADMINSTRATOR, UNEMPLOYME	3.00		
68650	10/23/2019	PRINTED	002467 ALLSTON SUPPLY CO INC	22.76		
68651	10/23/2019	PRINTED	005835 CITIZENS BANK - HEALTH B	73,276.50		
68652	10/23/2019	PRINTED	006645 COMMON CENTS EMS SUPPLY	836.02		
68653	10/23/2019	PRINTED	002155 CONNECTICUT WATER CO	2,832.81		
68654	10/23/2019	PRINTED	006771 CT SOLAR LEASE 2, LLC	2,305.00		
68655	10/23/2019	PRINTED	002849 CURTIN MOTOR LIVRY, INC.	99.99		
68656	10/23/2019	PRINTED	002617 EVAN-MOOR EDUCATIONAL PUB	519.48		
68657	10/23/2019	PRINTED	006719 EVERSOURCE	103.43		
68658	10/23/2019	PRINTED	002332 FIRST STUDENTS INC	50.00		
68659	10/23/2019	PRINTED	006809 FOLLETT SCHOOL SOLUTIONS	1,800.00		
68660	10/23/2019	PRINTED	002550 GIROUX LANDSCAPING, LLC	1,683.81		
68661	10/23/2019	PRINTED	005959 LEAF	227.95		
68662	10/23/2019	PRINTED	007360 MCKESSON MEDICAL -SURGICA	450.00		
68663	10/23/2019	PRINTED	005713 NEW ENGLAND INDUSTRIAL SU	60.00		
68664	10/23/2019	PRINTED	002569 NEW ENGLAND MAINTENANCE D	79.75		
68665	10/23/2019	PRINTED	006590 OTC BRANDS, INC.	121.25		
68666	10/23/2019	PRINTED	005749 NCS PEARSON, INC	320.00		
68667	10/23/2019	PRINTED	003380 MARJORIE RUSSELL	277.14		
68668	10/23/2019	PRINTED	002267 SCHOOL SPECIALTY	3,863.46		
68669	10/23/2019	PRINTED	006544 SHORELINE READING, INC.	1,152.37		
68670	10/23/2019	PRINTED	006624 SCG	283.66		
68671	10/23/2019	PRINTED	002432 STAPLES BUSINESS ADVANTAG	750.00		
68672	10/23/2019	PRINTED	007180 TREASURER - STATE OF CONN	7,500.00		
68673	10/23/2019	PRINTED	006542 THE FOUNDATION SCHOOL	181,380.00		
68674	10/23/2019	PRINTED	002518 TREASURER SUPERVISION DIS	1,578.35		
68675	10/23/2019	PRINTED	002580 UNITED ART & EDUCATION	1,705.26		
68676	10/23/2019	PRINTED	002297 W.B.MASON	81.49		
68677	10/23/2019	PRINTED	002285 WAL MART COMMUNITY	99.00		
68678	10/23/2019	PRINTED	002587 WALTHAM SERVICES, INC	283,166.07		

.00

34 CHECKS CASH ACCOUNT TOTAL

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REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000 1040

FOR: Uncleared

2019-20 Budget

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

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68629	10/09/2019	PRINTED	006153 1000Bulbs.com	160.27			
68630	10/09/2019	PRINTED	002467 ALLSTON SUPPLY CO INC	264.47			
68631	10/09/2019	PRINTED	002836 AMAZON/SYNCR	1,239.07			
68632	10/09/2019	PRINTED	002625 APPLE, INC.	458.00			
68633	10/09/2019	PRINTED	002197 ESSEX HARDWARE CO	96.74			
68634	10/09/2019	PRINTED	006678 FRONTIER	99.62			
68635	10/09/2019	PRINTED	002550 GIROUX LANDSCAPING, LLC	4,350.00			
68636	10/09/2019	PRINTED	002506 GRAINGER	33.06			
68637	10/09/2019	PRINTED	005713 NEW ENGLAND INDUSTRIAL SU	403.00			
68638	10/09/2019	PRINTED	002267 SCHOOL SPECIALTY	116.88			
68639	10/09/2019	PRINTED	005037 STAPLES BUSINESS ADVANTAG	248.52			
68640	10/09/2019	PRINTED	005776 THERMOMEDICS, LLC	4,652.00			
68641	10/09/2019	PRINTED	006817 JENNIFER TOUSIGNANT	132.82			
68642	10/09/2019	PRINTED	006886 TUMBLEWEED PRESS INC.	550.00			
68643	10/09/2019	PRINTED	002699 MARIA VALENCIA	208.00			
68644	10/09/2019	PRINTED	002297 W.B.MASON	275.77			
16 CHECKS CASH ACCOUNT TOTAL				13,288.22			
							.00

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REGIONAL SCHOOL DIST # 4
IAP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000
VENDOR NAME 1040

FOR: Uncleared

CLEARED BATCH CLEAR DATE

2019-20 Budget

UNCLEARED

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68609	09/25/2019	PRINTED	005719 ALLSTATE FIRE EQUIPMENT	189.00
68610	09/25/2019	PRINTED	002467 ALLSTON SUPPLY CO INC	46.20
68611	09/25/2019	PRINTED	002836 AMAZON/SYNCB	695.27
68612	09/25/2019	PRINTED	002087 CAS	240.00
68613	09/25/2019	PRINTED	007053 ESSEX ELEMENTARY SCHOOL C	35,000.00
68614	09/25/2019	PRINTED	006719 EVERSOURCE	64.47
68615	09/25/2019	PRINTED	002550 GIROUX LANDSCAPING, LLC	1,017.50
68616	09/25/2019	PRINTED	003194 ALICIA HARVEY	24.95
68617	09/25/2019	PRINTED	002158 HEINEMANN PUBLISHING	132.00
68618	09/25/2019	PRINTED	005002 LAWSON PRODUCTS	139.12
68619	09/25/2019	PRINTED	002117 MUSIC IS ELEMENTARY	114.69
68620	09/25/2019	PRINTED	002569 NEW ENGLAND MAINTENANCE D	269.46
68621	09/25/2019	PRINTED	002267 SCHOOL SPECIALTY	27.18
68622	09/25/2019	PRINTED	006544 SHORELINE READING, INC.	1,595.00
68623	09/25/2019	PRINTED	003325 STATE SUPPLY CO.	1,488.77
68624	09/25/2019	PRINTED	005171 TCI - ORDER DEPARTMENT	1,663.85
68625	09/25/2019	PRINTED	006542 THE FOUNDATION SCHOOL	7,500.00
68626	09/25/2019	PRINTED	005776 THERMOMEDICS, LLC	1,638.55
68627	09/25/2019	PRINTED	002297 W.B.MASON	1,335.38
68628	09/25/2019	PRINTED	006019 ZORO TOOLS ACCOUNTS RECEI	414.14
20 CHECKS CASH ACCOUNT TOTAL				53,595.53
				.00



09/18/2019 09:31
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REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000
CHECK # CHECK DATE TYPE

FOR CASH ACCOUNT: 3000
VENDOR NAME 1040

FOR: Uncleared

2019-20 SY budget

CHECKED BATCH CLEAR DATE

UNCLEARED

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED
68584	09/18/2019	PRINTED	ADMINISTRATOR, UNEMPLOYME	217.00
68585	09/18/2019	PRINTED	CECA	85.00
68586	09/18/2019	PRINTED	CITIZENS BANK - HEALTH B	73,276.50
68587	09/18/2019	PRINTED	CONNECTICUT WATER CO	1,005.32
68588	09/18/2019	PRINTED	CT. SPEECH AND HEARING AS	75.00
68589	09/18/2019	PRINTED	CURTIN MOTOR LIVERY, INC.	480.00
68590	09/18/2019	PRINTED	GIROUX LANDSCAPING, LLC	500.00
68591	09/18/2019	PRINTED	GRAINGER	123.14
68592	09/18/2019	PRINTED	HEINEMANN PUBLISHING	158.18
68593	09/18/2019	PRINTED	MAGAZINE SUBSCRIPTION SER	313.01
68594	09/18/2019	PRINTED	MATHCOUNTS	300.00
68595	09/18/2019	PRINTED	BROOKE PARAKILAS	24.95
68596	09/18/2019	PRINTED	CHRISTIE RUEL	20.26
68597	09/18/2019	PRINTED	SCHOOL SPECIALTY	6.52
68598	09/18/2019	PRINTED	SCG	1,116.98
68599	09/18/2019	PRINTED	STAPLES BUSINESS ADVANTAG	118.02
68600	09/18/2019	PRINTED	TCI - ORDER DEPARTMENT	1,940.45
68601	09/18/2019	PRINTED	TEACHER'S DISCOVERY	150.54
68602	09/18/2019	PRINTED	THE MATH LEARNING CENTER	122.00
68603	09/18/2019	PRINTED	TOVEY, TERRY	207.20
68604	09/18/2019	PRINTED	TREASURER SUPERVISION DIS	215,109.10
68605	09/18/2019	PRINTED	SHANNON VANDERMALE	15.94
68606	09/18/2019	PRINTED	W.B. MASON	959.90
68607	09/18/2019	PRINTED	WAL MART COMMUNITY	86.21
68608	09/18/2019	PRINTED	ZORO TOOLS ACCOUNTS RECEI	166.22

25 CHECKS CASH ACCOUNT TOTAL

296,577.44 .00

BOE X



09/11/2019 08:20
9781dpea

REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

P 1
apchkrcn

FOR CASH ACCOUNT: 3000 1040

FOR: Uncleared

CHECK # CHECK DATE TYPE VENDOR NAME 2019-2020 Budget 7 UNCLEARED CLEARED BATCH CLEAR DATE

68565	09/11/2019	PRINTED	005794	ADAMS HOMETOWN MARKETS	13.37			
68566	09/11/2019	PRINTED	002539	ALL WASTE, INC.	560.00			
68567	09/11/2019	PRINTED	004951	AMERICAN INDUSTRIAL TECHN	305.00			
68568	09/11/2019	PRINTED	004377	APPLE, INC.	550.00			
68569	09/11/2019	PRINTED	002357	CIRMA	13,660.92			
68570	09/11/2019	PRINTED	006771	CT SOLAR LEASE 2, LLC	3,428.94			
68571	09/11/2019	PRINTED	006877	DOGHOUSE PIANOS	175.00			
68572	09/11/2019	PRINTED	006719	EVERSOURCE	35.48			
68573	09/11/2019	PRINTED	005128	GROTH MUSIC	135.72			
68574	09/11/2019	PRINTED	002166	HIGH HOPES	6,300.00			
68575	09/11/2019	PRINTED	007603	JESSE LEWIS CHOOSE LOVE M	150.00			
68576	09/11/2019	PRINTED	005959	LEAF	2,713.55			
68577	09/11/2019	PRINTED	002411	PITNEY BOWES INC	171.00			
68578	09/11/2019	PRINTED	002618	REALLY GOOD STUFF AND FIL	98.13			
68579	09/11/2019	PRINTED	002717	SCHOLASTIC CLASSROOM MAGA	1,130.47			
68580	09/11/2019	PRINTED	002267	SCHOOL SPECIALTY	595.81			
68581	09/11/2019	PRINTED	006037	STAPLES BUSINESS ADVANTAG	102.74			
68582	09/11/2019	PRINTED	005776	THERMOMEDICS, LLC	1,050.00			
68583	09/11/2019	PRINTED	002297	W.B.MASON	259.75			

19 CHECKS

CASH ACCOUNT TOTAL

31,435.88 .00

866 V



09/04/2019 09:17
9781dpea

REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

1
| P
| apchkrcc

FOR CASH ACCOUNT: 3000

1040

FOR: Uncleared

CHECK # CHECK DATE TYPE VENDOR NAME 2019-20 Budget

UNCLEARED CLEARED BATCH CLEAR DATE

68537	09/04/2019	PRINTED	ADMINISTRATOR, UNEMPLOYME	207.00			
68538	09/04/2019	PRINTED	ALLSTON SUPPLY CO INC	450.35			
68539	09/04/2019	PRINTED	AMAZON/SYNCR	1,592.49			
68540	09/04/2019	PRINTED	ARAMARK	1,166.87			
68541	09/04/2019	PRINTED	CARL L. CHUDY	88.00			
68542	09/04/2019	PRINTED	CONNECTICUT COMPUTER SERV	221.10			
68543	09/04/2019	PRINTED	ESSEX HARDWARE CO	272.26			
68544	09/04/2019	PRINTED	ESSEX PRINTING	3,148.19			
68545	09/04/2019	PRINTED	FOLLETT SCHOOL SOLUTIONS	4,249.79			
68546	09/04/2019	PRINTED	FRONTIER	99.62			
68547	09/04/2019	PRINTED	GRAINGER	618.77			
68548	09/04/2019	PRINTED	HEINEMANN PUBLISHING	603.90			
68549	09/04/2019	PRINTED	LIPIN DIETZ, ASSOCIATES,	75.00			
68550	09/04/2019	PRINTED	MCKESSON MEDICAL -SURGICA	624.39			
68551	09/04/2019	PRINTED	PRO-ED	71.50			
68552	09/04/2019	PRINTED	RESEARCHILD	375.00			
68553	09/04/2019	PRINTED	SCHOOL SPECIALTY	986.22			
68554	09/04/2019	PRINTED	STAPLES BUSINESS ADVANTAG	252.89			
68555	09/04/2019	PRINTED	TCI - ORDER DEPARTMENT	2,310.00			
68556	09/04/2019	PRINTED	TEC CONTROL SYSTEMS	454.20			
68557	09/04/2019	PRINTED	THERMOMEDICS, LLC	1,016.45			
68558	09/04/2019	PRINTED	TREASURER SUPERVISION DIS	465.32			
68559	09/04/2019	PRINTED	W.V.C.ED	163.90			
68560	09/04/2019	PRINTED	WILCOX TREE EXPERTS	4,500.00			
68561	09/04/2019	PRINTED	WILSON LANGUAGE TRAINING	3,614.65			

25 CHECKS CASH ACCOUNT TOTAL

26,627.86 .00

*THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE
October 03, 2019 MEETING*

Joint Board of Education Committee

June 06, 2019

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

CHESTER BOARD OF EDUCATION: David Fitzgibbons, Robert Bibbiani, Charlene Fearon, Becky Iselin, Tom Englert, Rebecca Greenberg-Ellis

DEEP RIVER BOARD OF EDUCATION: Paula Weglarz, Miriam Morrissey, Robert Ferretti, Mary Campbell, Matt Resnisky, Lenore Grunko, David Berardis

ESSEX BOARD OF EDUCATION: Lon Seidman, Mark Watson, DG Fitton, Loretta McCluskey, Judie McCann, Carolyn Rotella

REGION 4 BOARD OF EDUCATION: Jennifer Clark, Mario Gioco, DG Fitton, Jane Cavanaugh, Kate Sandmann (arrived 8:10 p.m.)
(Quorum reached at 8:10 p.m.)

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

Audience of Citizens: approx. 18

CALL TO ORDER

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

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

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

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

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

CONSENT AGENDA

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

PUBLIC COMMENT

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

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

REPORTS

Financial Status Update

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

Committee Reports

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

There was a first reading on the following policies:

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

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

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

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

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

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

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

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

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

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

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

Assistant Superintendent's Report

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

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

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

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

FUTURE AGENDA ITEMS

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

ADJOURNMENT:

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

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

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

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

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

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

Respectfully Submitted,

Jennifer Bryan, Clerk

CONTRACT

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

WITNESSETH:

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

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

1. BUS COMPANY AGREES:

- (a.) To provide transportation for pupils and other authorized persons designated by the Superintendent of Schools, during such hours and stopping at such places as may be designated by the "District" and at all other places where pupils may be awaiting transportation,
- (b.) I. To furnish the number of buses and mini buses needed to provide such transportation as determined by the "District" subject to notification by the "District" provided below,
 - II. Buses shall be at least 71 total capacity and the mini bus of at least 28 total capacity. The number of buses provided by the "Bus Company" shall be determined by the "District" prior to the beginning of each school year. Buses and mini buses shall meet all requirements of, and be subject to, the approval of the Region #4 Supervision District, the Connecticut State Board of Education, the Connecticut State Motor Vehicle Department, and, where involved, the Public Utilities Commission. No bus provided by the "Bus Company" to the District shall be older than 5 years and the average age of the total fleet shall be no more than six (6) years.

For the safety and welfare of the students transported, vehicles shall be operated at no more than posted speed limits and always in a reasonable and prudent manner.

- III. Buses provided by the "Bus Company" shall maintain schedules established by the "District", and, in event said routes for any reason cannot be traveled as per schedule, whether due to temporary or long-term problems, the "District" is to be notified immediately,
- (c.) I. To furnish the "District", prior to the opening day of school in August or September of each year and thereafter prior to the employment of other operators or substitute operators, the following information concerning each operator:

NAME OF DRIVER ADDRESS
TELEPHONE NUMBER

- II. To discontinue the utilization under this contract of operators considered unsatisfactory by the Superintendent of Schools upon written notice thereof.
- II. All bus drivers must meet the statutory age and licensing requirements.
- IV. That bus drivers employed by the "Bus Company" shall be required by the "Bus Company" to report immediately all accidents of any nature, The "Bus Company" will furnish the "District" with a copy of all accident reports containing complete details.
- V. That bus drivers employed by the "Bus Company" shall be required by the "Bus Company" to report to it immediately any and all problems involving the health of said driver, which might, or could possibly, affect the operation of a school bus. Said "Bus Company" shall immediately report such problems to the Superintendent of Schools or his/her designate and said "Bus Company" shall also report to the Superintendent his/her designate any such action which it has taken with respect to driver or which it recommends be taken.
- VI. All bus drivers will be careful, courteous and display good character and moral behavior at all times,
 - a) The "Bus Company" shall provide, naming as additional the 'District', the Towns of Chester, Deep River and Essex, and Regional School District #4, the following insurance coverages:
 - Automobile:
 - \$1,000,000 Combined Single Limit
 - \$1,000,000 Uninsured and Underinsured Motorist
 - \$5,000 Medical Payments
 - Commercial General Liability:
 - \$1,000,000 Combined Single Limit
 - \$5,000 Medical Payments
 - Commercial Umbrella:
 - \$10,000,000 Per Occurrence
 - b) To assure direct communication between the "Bus Company" and its drivers, two-way radios will be in all vehicles provided by the "Bus Company" at the "Bus Company's" expense.

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

2. "DISTRICT" AGREES:

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

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

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

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

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

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

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

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

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

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

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

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

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

Signed in the presence of:

.....

SUPERVISION DISTRICT BY:

Kimberly Allen (Business Manager)

Date

FIRST STUDENT TRANSPORTATION
BY:

Michael Trujillo

Date

APPENDIX A
PRICING SCHEDULE

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

Signed in the presence of:

SUPERVISION DISTRICT BY:

Kimberly Allen (Business Manager)

Date

FIRST STUDENT TRANSPORTATION
BY:

Michael Trujillo

Date

***THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT
A FUTURE MEETING***

Joint Board of Education Committee

June 10, 2019

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

CHESTER BOARD OF EDUCATION:

David Fitzgibbons, Robert Bibbiani,
Charlene Fearon, Becky Iselin, Tom Englert,
Theresa Myers, John Stack, Rebecca
Greenberg-Ellis, Maria Scherber

DEEP RIVER BOARD OF EDUCATION:

Paula Weglarz, Missy Campbell, Miriam
Morrisey, Robert Ferretti, Tracy Dickson,
Lenore Grunko, David Berardis, Imran
Munawar

ESSEX BOARD OF EDUCATION:

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

REGION 4 BOARD OF EDUCATION:

Jennifer Clark, Mario Gioco, Kate Sandmann,
Jane Cavanaugh, DG Fitton, Trisha Brookhart,
Lori Ann Clymas, Rick Daniels

CALL TO ORDER

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

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

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

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

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

ADJOURNMENT:

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

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

Encl #4

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

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

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

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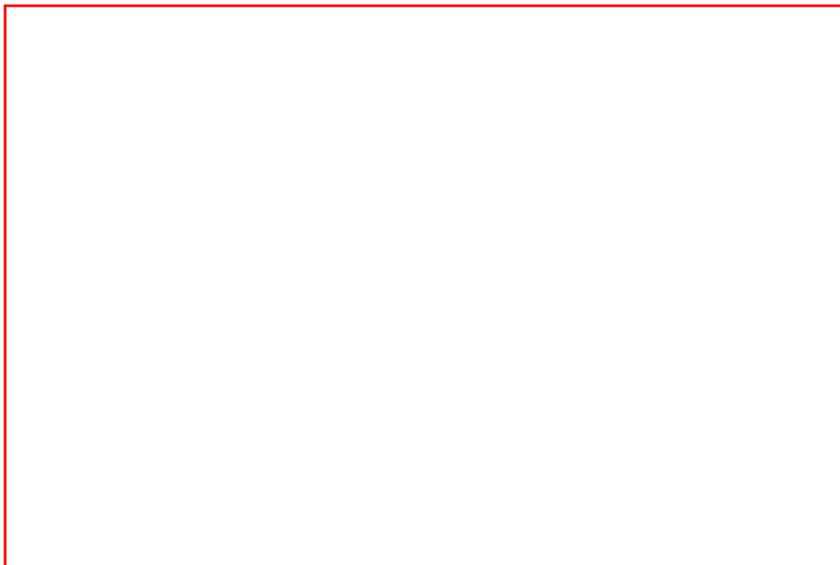
<u>Board</u>	<u>REGION 4</u>	<u>ESSEX</u>	<u>DEEP RIVER</u>	<u>CHESTER</u>	<u>SUPERVISION & JOINT BOE</u>
Time and Venue (unless otherwise noted)	7:00 p.m. at JWMS	7:00 p.m. at EES	7:00 p.m. at DRES	7:00 p.m. at CES	6:30 p.m. & 7:00 p.m. at JWMS
January 2020	R4 BOE Jan. 07, 2020 *Set on Tuesday	EES BOE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

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

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<u>Board</u>	<u>REGION 4</u>	<u>ESSEX</u>	<u>DEEP RIVER</u>	<u>CHESTER</u>	<u>SUPERVISION & JOINT BOE</u>
Time and Venue (unless otherwise noted)	7:00 p.m. at JWMS	7:00 p.m. at EES	7:00 p.m. at DRES	7:00 p.m. at CES	6:30 p.m. & 7:00 p.m. at JWMS
August 2020	R4BOE Tues., Aug. 04, 2020 *4:00 p.m.	No mtgs.	No mtgs.	No mtgs.	Supv. Dist. ONLY Tues., Aug. 04, 2020 *5:00 p.m.
September 2020	R4 BOE Sept. 03, 2020	EES BOE Sept. 10, 2020	DRES BOE Sept. 17, 2020	CES BOE Sept 24, 2020	
October 2020	R4 BOE Oct. 01, 2020 *Immediately following Joint BOE mtg.				SD & JOINT BOE Oct. 01, 2020
November 2020	R4 BOE Nov. 05, 2020	EES BOE Nov. 12, 2020	DRES BOE Nov. 19, 2020	CES BOE Nov. 23, 2020* Set on Monday due to holiday conflict	
December 2020					Dec. 01, 2020* Supv. District Budget Wkshp 1 *6:00 pm
					SD & JOINT BOE Dec. 03, 2020



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

Encl #5 Includes all three policies for consideration #3300, #3453 & #5141.21 that were already approved by the other Boards at the October 3rd Joint BOE meeting

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 if 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:
Policy revised: TBD

May 21, 2018

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

Business and Non-Instructional Operations

Student Activity Funds

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

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

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

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

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

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

Legal Reference: Connecticut General Statutes

[10-237 School activity funds](#)

~~Policy revised April 07, 2011~~

Policy Revised TBD

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

Students

Administering Medications

A. Definitions

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

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

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

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

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

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

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

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

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

Error means:

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

Students

Administering Medications (continued)

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

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

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

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

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

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

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

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

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

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

Students

Administering Medications (continued)

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

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

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

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

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

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

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

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

Principal means the administrator in the school.

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

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

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

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

Students

Administering Medications (continued)

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

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

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

B. General Policies On Administration of Medications

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

Students

Administering Medications (continued)

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

Students

Administering Medications (continued)

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

Students

Administering Medications (continued)

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

Students

Administering Medications (continued)

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

Students

Administering Medications (continued)

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

C. Diabetic Students

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

Students

Administering Medications (continued)

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

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

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

Students

Administering Medications (continued)

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

Students

Administering Medications (continued)

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

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

E. Naloxone for Purposes of Emergency First Aid

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

Students

Administering Medications (continued)

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

Students

Administering Medications (continued)

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

F. Documentation and Record Keeping

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

Students

Administering Medications (continued)

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

Students

Administering Medications (continued)

G. Errors In Medication Administration

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

H. Medication Emergency Procedures

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

Students

Administering Medications (continued)

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

I. Supervision

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

Students

Administering Medications (continued)

results in desired student outcomes, including providing proper notification to appropriate employees or contractors regarding the contents of such medical plans; and

- (vi) provide consultation by telephone or other means of telecommunications, which consultation may be provided by an authorized prescriber or other nurse in the absence of the school nurse.

(b) In addition, the school nurse shall be responsible for:

- (i) implementing policies and procedures regarding the receipt, storage, and administration of medications;
- (ii) reviewing, on a periodic basis, all documentation pertaining to the administration of medications for students;
- (iii) performing observations of the competency of medication administration by full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals designated in accordance with Section B(3)(g), above, who have been newly trained to administer medications; and,
- (iv) conducting periodic reviews, as needed, with licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals designated in accordance with Section B(3)(g), above, regarding the needs of any student receiving medication.

J. Training of School Personnel

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

Students

Administering Medications (continued)

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

K. Handling, Storage and Disposal of Medications

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

Students

Administering Medications (continued)

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

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

Students

Administering Medications (continued)

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

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

Students

Administering Medications (continued)

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

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

Students

Administering Medications (continued)

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

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

M. Review and Revision of Policy

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

Students

Administering Medications (continued)

any, or other qualified licensed physician, and the school nurse supervisor. Any proposed revisions to the

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

Legal References:

Connecticut General Statutes:

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

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

Regulations of Conn. State Agencies:

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

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

Policy revised: TBD

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

5141.21(a)

Students

Administering Medications

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

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

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

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

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

Students

Administering Medications (continued)

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

Legal Reference: Connecticut General Statutes

10-212a Administration of medicines by school personnel.

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

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

Policy adopted: November 10, 1997

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

DISTRICT PROFILE AND PERFORMANCE REPORT FOR SCHOOL YEAR 2017–18



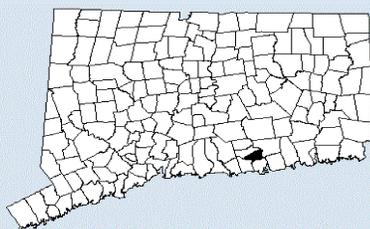
Essex School District

Dr. Ruth Levy, Superintendent • 860-526-2417 • <http://www.reg4.k12.ct.us>

District Information

Grade Range	PK-6
Number of Schools/Programs	1
Enrollment	346
Per Pupil Expenditures ¹	\$22,616
Total Expenditures ¹	\$8,209,756

¹Expenditure data reflect the 2016-17 year.



Community Information

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

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Notes

Unless otherwise noted, all data are for 2017-18 and include all grades offered by the district. In most tables, data are displayed only for the three major race/ethnicity categories. For additional race/ethnicity categories, please visit edsight.ct.gov. State totals are not displayed as they are not comparable to district totals. Special Education tables reflect only students for whom the district is fiscally responsible. * When an asterisk is displayed, data have been suppressed to ensure student confidentiality. N/A is displayed when a category is not applicable for a district or school.

Students

October 1, 2017 Enrollment

	District		State
	Count	Percent of Total (%)	Percent of Total (%)
Female	166	48.0	48.4
Male	180	52.0	51.6
American Indian or Alaska Native	0	0.0	0.3
Asian	*	*	5.1
Black or African American	*	*	12.8
Hispanic or Latino	28	8.1	24.8
Pacific Islander	0	0.0	0.1
Two or More Races	18	5.2	3.3
White	290	83.8	53.6
English Learners	13	3.8	7.2
Eligible for Free or Reduced-Price Meals	46	13.3	36.7
Students with Disabilities ¹	62	17.9	14.8

¹Students in this category are students with Individualized Education Programs (IEPs) only. This category does not include students with Section 504 Plans.

Chronic Absenteeism and Suspension/Expulsion

	Chronic Absenteeism ²		Suspension/Expulsion ³	
	Count	Rate (%)	Count	Rate (%)
Female	*	*	0	0.0
Male	*	*	*	*
Black or African American	0	*	0	*
Hispanic or Latino	*	*	0	0.0
White	*	*	*	*
English Learners	*	*	0	*
Eligible for Free or Reduced-Price Meals	*	*	0	0.0
Students with Disabilities	*	*	*	*
District	11	3.5	*	*
State		10.7		6.8

Number of students in 2016-17 qualified as truant under state statute: 0

Number of school-based arrests: 0

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

³The count and percentage of students who receive at least one in-school suspension, out-of-school suspension or expulsion.

District Profile and Performance Report for School Year 2017-18

Essex School District

Educators

Full-Time Equivalent (FTE)¹ Staff

	FTE
General Education	
Teachers and Instructors	26.9
Paraprofessional Instructional Assistants	3.8
Special Education	
Teachers and Instructors	7.6
Paraprofessional Instructional Assistants	18.3
Administrators, Coordinators and Department Chairs	
District Central Office	1.2
School Level	1.0
Library/Media	
Specialists (Certified)	1.0
Support Staff	0.4
Instructional Specialists Who Support Teachers	5.1
Counselors, Social Workers and School Psychologists	2.0
School Nurses	0.9
Other Staff Providing Non-Instructional Services/Support	10.2

Educators by Race/Ethnicity

	District		State
	Count	Percent of Total (%)	Percent of Total (%)
American Indian or Alaska Native	0	0.0	0.1
Asian	0	0.0	1.1
Black or African American	0	0.0	3.7
Hispanic or Latino	1	1.9	3.7
Pacific Islander	0	0.0	0.0
Two or More Races	0	0.0	0.1
White	52	98.1	91.0

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

Classroom Teacher Attendance: 2016-17

	District	State
Average Number of FTE Days Absent Due to Illness or Personal Time	10.3	10.5

Instruction and Resources

Students with Disabilities Who Spend 79.1 to 100 Percent of Time with Nondisabled Peers³

	Count	Rate (%)
Autism	*	*
Emotional Disturbance	*	*
Intellectual Disability	N/A	N/A
Learning Disability	*	*
Other Health Impairment	7	*
Other Disabilities	*	*
Speech/Language Impairment	10	*
District	24	57.1
State		68.6

³Ages 6-21

District Profile and Performance Report for School Year 2017-18

Essex School District

Students with Disabilities by Primary Disability¹

	District		State
	Count	Rate (%)	Rate (%)
Autism	9	2.8	1.8
Emotional Disturbance	*	*	1.1
Intellectual Disability	0	0.0	0.5
Learning Disability	8	2.5	5.2
Other Health Impairment	9	2.8	3.1
Other Disabilities	*	*	1.1
Speech/Language Impairment	12	3.8	1.8
All Disabilities	43	13.6	14.5

¹Grades K-12

Students with Disabilities Placed Outside of the District²

	District		State
	Count	Rate (%)	Rate (%)
Public Schools in Other Districts	0	0.0	8.3
Private Schools or Other Settings	*	*	5.2

²Grades K-12

Overall Expenditures:³ 2016-17

	Total (\$)	Per Pupil	
		District (\$)	State (\$)
Instructional Staff and Services	4,308,649	11,708	9,847
Instructional Supplies and Equipment	116,887	318	287
Improvement of Instruction and Educational Media Services	63,310	172	589
Student Support Services	1,005,168	2,731	1,120
Administration and Support Services	908,629	2,469	1,905
Plant Operation and Maintenance	1,018,690	2,768	1,648
Transportation	358,736	454	904
Costs of Students Tuitioned Out	333,973	N/A	N/A
Other	95,714	260	208
Total	8,209,756	22,616	16,535

Additional Expenditures

Land, Buildings, and Debt Service	876,065	2,381	1,393
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³Expenditures may be supported by local tax revenues, state grants, federal grants, municipal in-kind services, tuition and other sources.

Special Education Expenditures: 2016-17

	District		State
	Total (\$)	Percent of Total (%)	Percent of Total (%)
Certified Personnel	819,489	34.8	33.8
Noncertified Personnel	490,295	20.8	14.5
Purchased Services	92,894	3.9	5.5
Tuition to Other Schools	333,973	14.2	23.4
Special Ed. Transportation	189,718	8.0	8.7
Other Expenditures	430,561	18.3	14.1
Total Expenditures	2,356,930	100.0	100.0

Expenditures by Revenue Source:⁴ 2016-17

	Percent of Total (%)	
	Including School Construction	Excluding School Construction
Local	90.5	96.2
State	7.6	1.8
Federal	1.8	2.0
Tuition & Other	0.0	0.0

⁴Revenue sources do not include state-funded Teachers' Retirement Board contributions, vocational-technical school operations, SDE budgeted costs for salaries and leadership activities and other state-funded school districts (e.g., Dept. of Children and Families and Dept. of Correction).

District Profile and Performance Report for School Year 2017-18

Essex School District

Performance and Accountability

District Performance Index (DPI)

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

The USDOE approved Connecticut's waiver request related to statewide student assessment in science. As a result, in spring 2018, the Connecticut State Department of Education administered a NGSS Assessment Field Test for both science standard and alternate assessments. Therefore, no science data appear in the table below.

	English Language Arts(ELA)		Math	
	Count	DPI	Count	DPI
American Indian or Alaska Native	0	N/A	0	N/A
Asian	*	*	*	*
Black or African American	*	*	*	*
Hispanic or Latino	15	*	15	*
Native Hawaiian or Other Pacific Islander	0	N/A	0	N/A
Two or More Races	6	*	6	*
White	162	82.4	162	73.7
English Learners	7	*	7	*
Non-English Learners	183	81.5	183	72.7
Eligible for Free or Reduced-Price Meals	20	66.7	20	59.4
Not Eligible for Free or Reduced-Price Meals	170	82.2	170	73.3
Students with Disabilities	31	59.7	31	50.8
Students without Disabilities	159	84.6	159	76.0
High Needs	48	64.8	48	55.7
Non-High Needs	142	85.9	142	77.3
District	190	80.5	190	71.9

National Assessment of Educational Progress (NAEP): Percent At or Above Proficient¹

	NAEP 2017		NAEP 2013	
	Grade 4	Grade 8	Grade 4	Grade 8
READING				
Connecticut	43%	44%	50%	
National Public	35%	35%	36%	
MATH				
Connecticut	40%	36%	32%	
National Public	40%	33%	25%	

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

Physical Fitness Tests: Students Reaching Health Standard²

	Percent of Students by Grade ³ (%)				All Tested Grades	
	4	6	8	HS	Count	Rate (%)
Sit & Reach	91.2	84.9	N/A	N/A	110	88.2
Curl Up	100.0	98.1	N/A	N/A	110	99.1
Push Up	86.0	81.1	N/A	N/A	110	83.6
Mile Run/PACER	71.9	81.1	N/A	N/A	110	76.4
All Tests - District	64.9	69.8	N/A	N/A	110	67.3
All Tests - State	53.2	51.4	50.5	45.6		50.1

²The Connecticut Physical Fitness Assessment (CPFA) is administered to all students in Grades 4, 6, 8 and 10. The health-related fitness scores gathered through the CPFA should be used to educate and motivate children and their families to increase physical activity and develop lifetime fitness habits.

³Only students assessed in all four areas are included in this calculation.

District Profile and Performance Report for School Year 2017-18

Essex School District

Next Generation Accountability Results

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

The USDOE approved Connecticut's waiver request related to statewide student assessment in science. As a result, in spring 2018, the Connecticut State Department of Education administered a NGSS Assessment Field Test for both science standard and alternate assessments. Therefore, no science data appear in the table below.

Indicator		Index/Rate	Target	Points Earned	Max Points	% Points Earned	State Average Index/Rate
ELA Performance Index	All Students	80.5	75	50.0	50	100.0	67.6
	High Needs Students	64.8	75	43.2	50	86.3	57.5
Math Performance Index	All Students	71.9	75	47.9	50	95.8	62.7
	High Needs Students	55.7	75	37.1	50	74.2	52.0
ELA Academic Growth	All Students	76.6%	100%	76.6	100	76.6	60.7%
	High Needs Students	69.6%	100%	69.6	100	69.6	55.6%
Math Academic Growth	All Students	63.6%	100%	63.6	100	63.6	61.9%
	High Needs Students	54.4%	100%	54.4	100	54.4	55.4%
Chronic Absenteeism	All Students	3.5%	<=5%	50.0	50	100.0	10.7%
	High Needs Students	5.8%	<=5%	48.4	50	96.7	16.6%
Preparation for CCR	% Taking Courses	N/A	75%	0.0	0	0.0	74.8%
	% Passing Exams	N/A	75%	0.0	0	0.0	44.8%
On-track to High School Graduation		N/A	94%	0.0	0	0.0	87.5%
4-year Graduation All Students (2017 Cohort)		N/A	94%	0.0	0	0.0	87.9%
6-year Graduation - High Needs Students (2015 Cohort)		N/A	94%	0.0	0	0.0	81.8%
Postsecondary Entrance (Class of 2017)		N/A	75%	0.0	0	0.0	70.9%
Physical Fitness (estimated part rate) and (fitness rate)		93.2% 67.3%	75%	44.8	50	89.7	96.6% 50.1%
Arts Access		N/A	60%	0.0	0	0.0	51.2%
Accountability Index				585.6	750	78.1	

Gap Indicators	Non-High Needs Rate ¹	High Needs Rate	Size of Gap	State Gap Mean	+1 Stdev ²	Is Gap an Outlier? ²
Achievement Gap Size Outlier?						Y
ELA Performance Index Gap	75.0	64.8	10.2		15.9	
Math Performance Index Gap	75.0	55.7	19.3		18.2	
Science Performance Index Gap	.	N/A	.		.	
Graduation Rate Gap	

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

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

Subject/Subgroup	Participation Rate (%) ³	
ELA	All Students	96.5
	High Needs Students	93.0
Math	All Students	96.5
	High Needs Students	93.0
Science	All Students	97.6
	High Needs Students	.

³Minimum participation standard is 95%.

Connecticut's State Identified Measurable Goal for Children with Disabilities (SIMR)

Increase the reading performance of all 3rd grade students with disabilities statewide, as measured by Connecticut's English Language Arts (ELA) Performance Index.

Grade 3 ELA Performance Index for Students with Disabilities:

District: * **State: 51.5**

Supporting Resources

[Two-page FAQ](#)

[Detailed Presentation](#)

[Using Accountability Results to Guide Improvement: comprehensive documentation and supports](#)

District Profile and Performance Report for School Year 2017-18

Essex School District

Narratives

School District Improvement Plans and Parental Outreach Activities

At Essex Elementary School we continue to focus on our mission to ensure that all students are achieving at high levels. Innovative, exemplary research-based programs, coupled with professional development, focused and aligned resources, and public participation in planning, are critical factors for our continuous growth. The School Improvement Plan for 2017-18 provides the focus for our staff aligned to our development of a district wide Strategic Plan of ensuring our students are able to think critically and problem solve creatively. The Principal updates the public on progress made toward our goals at each Board of Education meeting. An early intervention process, SRBI, supports teacher and specialist collaboration for effective use of instructional resources and to monitor student progress. A core team, including reading specialists, math coach, support staff and administration, meet weekly to actively identify strategies to meet the needs of identified learners and progress monitor their interventions. Students with attendance issues are monitored through the SRBI process. Students in need of special education services are supported through an inclusion and co-teaching model. Additional behavior supports and other research-based interventions are also provided for students with specialized educational needs. Parents and community members are important partners in our school. Parents are part of the EES Foundation and the PTO. Parents are involved through an active volunteer program and over 200 volunteers are celebrated in May for their contribution. Professional staff support families in a variety of ways. All families receive a calendar-handbook listing meetings, events, and parent conferences, etc., as well as the policies and procedures for the school. A Curriculum Night is held for families each year where teachers share their grade level curriculum to foster a strong home-school partnership. Parent-Teacher conferences are held twice yearly to inform parents of their child's academic progress. The EES Stakeholder Goal embraced by all staff provide opportunities and support to partner with families and strengthen the home-school connections. Each month a multi-page newsletter is sent home to parents and each week an email "blast" is sent home to communicate with families. Teachers post homework and other information on their web pages and use email and phone calls to keep families informed about their child's educational program. Board of Education meeting minutes, District Goals, Mission Statement, Core Beliefs, Strategic Goals and Action Statements, Board Policies and a calendar of events are also posted and updated on the district and school website.

Efforts to Reduce Racial, Ethnic and Economic Isolation

Essex Elementary School continues its work to reduce its relative racial, ethnic and economic isolation. The PTO provides a strong cultural arts program for K-6 students. The Cultural Arts program focuses the content of the visiting performers by exposing students to a variety of cultures and traditions through dance, music, puppetry and storytelling. In four performances throughout the year, performers represented various cultures. The EES Foundation, once again, sponsored the World Cultures program for students in grade 2 with guests from Haiti, China, and India who shared their culture's music, art, food and historical activities. EES provides a weekly class in Spanish for students in grades three-six (FLES-Foreign Language in the Elementary School) in which students develop their vocabulary and conversational skills, as well as learn about the traditions and current practices of Spanish-speaking cultures around the world. Students in grades one and two also enjoy Spanish lessons by our certified Spanish teacher. Our Social Development Program promotes a school culture, climate, and curriculum that fosters social, emotional, and behavioral development of students. A major focus of the program and curriculum is to develop students' tolerance for others and to celebrate differences among all people. Our Book of the Month program embeds our core values into the general curriculum in each classroom as part of our Social Development Program, school wide. During the 2017-18 School Year, our common theme was "Mindfulness" as we took part in teaching our students the importance of being mindful through weekly and daily practices. We are the proud recipients of the 2017 Spotlight Award from the Community Foundation of Middlesex County which recognized EES for our efforts in promoting a strong positive culture and climate within our school community. Our sixth grade students leaders attend the annual Rally for Bully Free Communities held at Empower Leadership this past October bringing their new learning back to the school community to increase tolerance and to celebrate our differences and uniqueness.

District Profile and Performance Report for School Year 2017-18

Essex School District

Equitable Allocation of Resources among District Schools

The Essex Elementary School District consists only of the Essex Elementary School. Teachers and staff within the building work with building administration on an annual basis to determine the academic and physical needs within the school building. Administration then meets with the Essex Elementary School Board of Education to develop our annual budget to provide for the resources and academic programming needed at the school. The school's budget is then presented to the Town of Essex and voted on through a referendum vote by the local community. The approved budget is then utilized accordingly within Essex Elementary School to ensure that student needs are addressed.

Encl #7

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



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To: Brian J. White, Superintendent
From: Kim Allen, Business Manager
Date: November 14, 2019
Re: Essex 2019-2020 Budget Status Report through October 31, 2019

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

The Essex budget is currently being forecasted to end with a surplus of \$31,383.

Object Details

100 - Salaries

Current deficit will be eliminated with resignation of one staff member.

200 - Benefits

Savings in Town benefits.

300 - Purchased Services

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

400 - Rentals/Repairs

A savings in plant operations is currently being projected.

500 - Other Outside Services

Currently projecting a savings in out of district transportation.

600 - Supplies (overall deficit)

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

Equipment

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

Other

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

**Essex Elementary School
FY20 Financial Report
Through 10/31/19**

BUDGET BY OBJECT		2019-2020 Approved Budget	2019-2020 Transfers	2019-2020 Revised Budget	Total Expenditures through 10/31/19	Total Encumbered through 10/31/19	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	51,534	97,343		-
5113	Teachers Salaries	1,923,294		1,923,294	398,924	1,557,022		(32,652)
5114	Secretary Salaries	146,276		146,276	40,034	103,290		2,952
5115	Custodian Salaries	233,112		233,112	66,446	148,307		18,359
5116	Nurse Salary	53,303		53,303	11,045	41,397		862
5118	Cafeteria Salary	35,000		35,000	35,000			-
5119	Para Educators Salaries	490,075		490,075	86,483	411,261		(7,669)
5123	Substitute Teachers Salary	55,000		55,000	4,607		50,000	393
5124	Substitute Secretary/Para-Educators	8,000		8,000	7,390			610
5125	Substitute Custodians	3,000		3,000	6,293			(3,293)
5126	Summer Part Time Custodian Salary	14,500		14,500	5,889		13,893	8,611
5133	Coaches/Extra-Curricular Salary	13,893		13,893				-
5134	Secretary Overtime/BOE Clerk	1,700		1,700	100		1,600	-
5135	Custodian Overtime	4,500		4,500	855		4,105	(460)
5198	Supervision District	1,360,804		1,360,804	567,003	793,801		-
	TOTAL SALARIES	4,491,334	0	4,491,334	1,281,604	3,152,420	69,598	(12,288)
OBJECT 200 - EMPLOYEE BENEFITS:								
5210	Health Insurance	879,318		879,318	366,383	512,936		-
5214	Life Insurance	4,016		4,016	739		3,277	-
5223	FICA/Medicare	98,324		98,324	22,893		75,431	(0)
5250	Unemployment Compensation	30,000		30,000	740	29,260		-
5260	Workers' Compensation	29,683		29,683	15,030	15,032		(380)
5290	Other Employee Benefits	100,047		100,047	68,103			31,944
5290	Teacher Pension Contribution	-		-			8,316	-
5291	Annuities	12,316		12,316	4,000		4,349	-
5298	Supervision District	473,962		473,962	195,675	273,938		-
	TOTAL EMPLOYEE BENEFITS	1,627,666	0	1,627,666	673,563	831,166	91,373	31,564

Essex Elementary School
 FY20 Financial Report
 Through 10/31/19

BUDGET BY OBJECT		2019-2020 Approved Budget	2019-2020 Transfers	2019-2020 Revised Budget	Total Expenditures through 10/31/19	Total Encumbered through 10/31/19	Total Forecasted to be expended through 6/30/20	2019-2020 Projected Year- End Surplus (Deficit)
OBJECT 300 - PURCHASED & TECHNICAL SERVICES:		7,000		7,000			7,000	-
5322	Professional Development							
5330	Other Professional Services	850		850		850		-
1109	Sound Equipment Services	39,000		39,000	9,549	39,800		(10,349)
1215	Special Education	1,175		1,175				1,175
2134	Health	17,011		17,011		17,011		-
2135	Physical Therapy	17,000		17,000			17,000	-
2139	Testing & Therapy	30,500		30,500	10,500	20,000		-
2310	Other Services	105,536	0	105,536	20,049	77,661	17,000	(9,174)
	TOTAL OTHER PROFESSIONAL SERVICE							
5398	Supervision District	52,931		52,931	22,054	30,877		-
	TOTAL PURCHASED & TECHNICAL SERVICES	165,467	0	165,467	42,103	108,538	24,000	(9,174)
OBJECT 400 - PURCHASED PROPERTY SERVICES:								
5411	Water	8,900		8,900	1,841	7,059		-
5412	Electricity	78,334		78,334	10,874	67,460		-
5430	Repairs & Maintenance	300		300		300		-
1101	Art	1,780		1,780	263	1,517		-
1109	Music	10,000		10,000	745	9,107	100	148
1114	Computer Education	100		100				-
1215	Special Education	85		85	75			10
2134	Health	500		500			500	-
2223	Audio/Visual	800		800	745			55
2410	Contracts	260,775		260,775	109,472	86,464	60,000	4,839
2600	Plant Operations	-		-				-
2600	Security	3,000		3,000			3,000	-
3000	Cafeteria	277,340	0	277,340	111,300	97,388	63,600	5,052
	TOTAL REPAIRS & MAINTENANCE							
5440	Leases	111,505		111,505	9,109	102,396		-
5498	Supervision District	7,147		7,147	2,975	4,172		-
	TOTAL PURCHASED PROPERTY SERVICES	483,226	0	483,226	136,100	278,474	63,600	5,052

Essex Elementary School
 FY20 Financial Report
 Through 10/31/19

BUDGET BY OBJECT		2019-2020 Approved Budget	2019-2020 Transfers	2019-2020 Revised Budget	Total Expenditures through 10/31/19	Total Encumbered through 10/31/19	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	50,056		50,056	785	39,801		9,471
	TOTAL TUITION	50,056	0	50,056	785	39,801	0	9,471
5515	Field Trips & School Events	2,400		2,400	103	2,297		-
5520	Comprehensive Insurance	24,656		24,656	12,293	12,294		70
5530	Communications	6,800		6,800	1,553	5,468		(221)
5540	Advertising	-		-				-
5561	Tuition							-
	1270 Out-of-District Tuition	134,200		134,200	46,056	85,238	-	2,907
	TOTAL TUITION	134,200	0	134,200	46,056	85,238	0	2,907
5580	Travel & Conference							
	1207 Network Tech Travel & Conferences	0		-				-
	2213 Staff Travel & Conferences	7,500		7,500	855	435	6,000	210
	2310 Board of Education	0		-				-
	2410 Admin. Travel & Conferences	1,000		1,000	133	867		-
	TOTAL TRAVEL & CONFERENCES	8,500	0	8,500	988	1,302	6,000	210
5598	Supervision District	262,655		262,655	109,439	153,216		-
	TOTAL OTHER PURCHASED SERVICES	489,267	0	489,267	171,217	299,615	6,000	12,436

**Essex Elementary School
FY20 Financial Report
Through 10/31/19**

BUDGET BY OBJECT		2019-2020 Approved Budget	2019-2020 Transfers	2019-2020 Revised Budget	Total Expenditures through 10/31/19	Total Encumbered through 10/31/19	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	1,439	5,561		1,000
	2134 Health	1,400		1,400	1,242	150		8
	2410 Office Supplies	11,000		11,000	3,322	7,303		374
	TOTAL GENERAL SUPPLIES	20,400	0	20,400	6,004	13,014	0	1,382
5611	Instruction Supplies:							
	1101 Art	5,400		5,400	1,854	3,546		-
	1103 Language Arts	7,291		7,291	6,206	540		545
	1104 Foreign Language (FLES)	450		450	409	36		5
	1107 Kindergarten	626		626	451	164		11
	1108 Mathematics	3,995		3,995	2,889	449		57
	1109 Music	875		875	781	100		(6)
	1110 Physical Education	2,008		2,008	650	349		509
	1111 Reading	2,289		2,289	1,006			83
	1112 Science	4,000		4,000	2,767	550		83
	1113 Social Studies	1,747		1,747	2,506			(759)
	1190 Testing (Incl Scoring Services)	2,452		2,452	363	1,592		96
	1209 Enrichment Projects	3,598		3,598	778	2,920		(100)
	1215 Special Education	1,763		1,763	1,026	700		37
	2222 Library	506		506	343	161		2
	2223 Audio Visual	7,179		7,179	1,109	5,630		140
	TOTAL INSTRUCTION MATERIALS	44,179	0	44,179	23,139	16,738	3,600	703
5613	Operations Maintenance Supplies	20,000		20,000	4,927	11,573		-
5624	Heating Fuel Natural Gas	30,000		30,000	3,383	26,617		-
5626	Gasoline	200		200		200		-
5629	General Instructional Supplies	19,752		19,752	4,685	14,215	850	2

Essex Elementary School
 FY20 Financial Report
 Through 10/31/19

BUDGET BY OBJECT		2019-2020 Approved Budget	2019-2020 Transfers	2019-2020 Revised Budget	Total Expenditures through 10/31/19	Total Encumbered through 10/31/19	Total Forecasted to be expended through 6/30/20	2019-2020 Projected Year- End Surplus (Deficit)
5641	Instruction Materials:							
	1103 Language Arts	660		660	25	620		-
	1104 Foreign Language (FLES)	95		95	99			15
	1107 Kindergarten	1,597		1,597	80		1,500	(4)
	1108 Mathematics	7,052		7,052	6,165	139	400	17
	1109 Music	1,700		1,700		1,700		348
	1111 Reading	5,550		5,550	4,883	77		-
	1112 Science	4,000		4,000	3,380		600	590
	1113 Social Studies	660		660	48		600	20
	1114 Computer Education Software	6,760		6,760	3,353	3,350		12
	1116 Study Skills Program	1,925		1,925			1,925	57
	1209 Enrichment Projects	1,750		1,750	180		1,570	-
	1215 Special Education	5,319		5,319	3,610	108	1,600	1
	2120 Guidance	1,155		1,155	580	26	500	49
	2222 Library	6,919		6,919	6,456	463		0
	TOTAL INSTRUCTION MATERIALS	45,142	0	45,142	28,859	6,483	8,695	1,105
	5642 Library & Professional Books	-		-				-
	5698 Supervision District	21,790		21,790	9,078	12,712		-
	TOTAL SUPPLIES	201,463	0	201,463	80,074	101,552	16,645	3,192

Essex Elementary School
 FY20 Financial Report
 Through 10/31/19

BUDGET BY OBJECT		2019-2020 Approved Budget	2019-2020 Transfers	2019-2020 Revised Budget	Total Expenditures through 10/31/19	Total Encumbered through 10/31/19	Total Forecasted to be expended through 6/30/20	2019-2020 Projected Year- End Surplus (Deficit)
OBJECT 700 - PROPERTY:								
5730	Equipment							
	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		0	223
	2410 School Dues & Fees	929		929	200	350	0	379
	TOTAL DUES & FEES	3,929	0	3,929	2,977	350	0	602
5898	Supervision District	1,624		1,624	679	945		-
	TOTAL OTHER OBJECTS	5,553	0	5,553	3,656	1,295	0	602
	TOTAL	7,463,976	0	7,463,976	2,388,317	4,773,060	271,216	31,383
	GRAND TOTAL	7,463,976	0	7,463,976	2,388,317	4,773,060	271,216	31,383

REGIONAL SCHOOL DISTRICT No. 4

CHESTER • DEEP RIVER • ESSEX

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

Sarah Smalley
Director of Pupil Services
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Kristina J. Martineau, Ed.D.
Assistant Superintendent of Schools
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Kim Allen
Business Manager
kallen@reg4.k12.ct.us

To: Brian J. White, Superintendent
From: Kim Allen, Business Manager
Date: November 14, 2019
Re: Essex Requested Budget Transfer – 2019-2020

I would like to make the following request to the Board for 2019-2020 budget transfers. Please contact me prior to the next BOE meeting with any questions so that I will be prepared to answer them at the meeting.

Object 300:	Purchased Services	Decrease	\$3,560
Object 400:	Rentals & Repairs	Increase	\$3,560
Total Transfers			0.00

#1 – transfer from 5322 (course reimbursement) to 5430 (SPED repairs) to cover the expense of a maintenance contract being required by CREC. The contract requirement was not known until after the budget was approved in May 2019.

Note: this repair contract will be included in the 2020-2021 budget request.

ESSEX CAFETERIA FINANCIAL REPORT
2019-2020
through 10/31/19

	2019-2020 Actual through 10/31/19
REVENUE	
MISCELLANEOUS INCOME (4090)	23
LUNCH SALES (4160)	12,487
STATE & FED GRANTS REIMBURSEMENT (4360)	8,871
TRANSFERS IN (4890)	35,000
TOTAL REVENUE	56,381
EXPENDITURES	
DIRECTOR SALARY	7,581
TOTAL ADMINISTRATOR SALARY (5111)	7,581
SECRETARY SALARY	1,460
TOTAL SECRETARY SALARY (5114)	1,460
CAFETERIA SALARY	9,828
TOTAL CAFETERIA SALARY (5118)	9,828
SUBSTITUTES	194
TOTAL SUB CAFÉ (5124)	194
OVERTIME SALARY	1,346
TOTAL CAFÉ OT (5138)	1,346
TOTAL 100 SALARY	20,409
HEALTH INSURANCE	6,323
TOTAL HEALTH INSURANCE (5210)	6,323
LIFE INSURANCE	29
TOTAL LIFE INSURANCE (5214)	29
MERF	2,537
TOTAL MERF (5222)	2,537
FICA/MEDICARE	1,348
TOTAL FICA/MEDICARE (5223)	1,348
TOTAL 200 BENEFITS	10,238
PROFESSIONAL DEVELOPMENT	0
TOTAL PROFESSIONAL DEVELOPMENT (5322)	0
TOTAL 300 PURCHASED SRVCS	0
REPAIRS & MAINTENANCE	1,750
TOTAL 400 PURCHASED PROP SRVCS (5430)	1,750
GENERAL SUPPLIES (5600)	936
USDA COMMODITIES (5601)	0
FOOD SUPPLIES (5610)	8,087
TOTAL 600 SUPPLIES	9,024
EQUIPMENT - CAFÉ	0
TOTAL 700 EQUIPMENT (5730)	0
ALL OTHER EXPENSES	922
TOTAL 800 OTHER OBJECTS (5800)	922
TOTAL EXPENDITURES	42,342
GRAND BALANCE	14,039

Students

Suspension and Expulsion/Due Process

I. Definitions

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

Students

Suspension and Expulsion/Due Process

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

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

Students

Suspension and Expulsion/Due Process

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

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

II. Scope of the Student Discipline Policy

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

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

- B. Conduct off School Grounds:

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

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

Students

Suspension and Expulsion/Due Process

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

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

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

Students

Suspension and Expulsion/Due Process

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

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

Students**Suspension and Expulsion/Due Process**

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

Students

Suspension and Expulsion/Due Process

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

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

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

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

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

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

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

V. Procedures Governing Suspension

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

VI. Procedures Governing In-School Suspension

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

Students

Suspension and Expulsion/Due Process

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

VII. Expulsion

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

Students

Suspension and Expulsion/Due Process

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

1. Emergency Exception:

Except in an emergency situation, the impartial hearing board shall, prior to expelling any student, conduct a hearing to be governed by the procedures outlined herein and consistent with the requirements of Conn. Gen. Stat. § 10-233d and the applicable provisions of the Uniform Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a. Whenever an emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.

Students

Suspension and Expulsion/Due Process

2. Hearing Panel:

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

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

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

VIII. Alternative Educational Opportunities for Expelled Students

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

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

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

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

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

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

Students

Suspension and Expulsion/Due Process

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

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

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

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

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

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

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

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

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

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

XII. Dissemination of Policy

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

XIII. Compliance with Documentation and Reporting Requirements

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

Students

Suspension and Expulsion/Due Process

Legal Reference:

Connecticut General Statutes:

[P.A. 19-91, An Act Concerning Various Revisions and Additions to the Education Statutes](#)

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

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

§ 10-233f In-school suspension of students

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

§ 29-38 Weapons in vehicles

§ 53a-3 Definitions

§ 53a-206 (definition of “weapon”)

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

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

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

Federal law:

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

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

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

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

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

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

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

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

Gun-Free Schools Act, Pub. L. 107-110, Sec. 401, 115 Stat. 1762

(codified at 20 U.S.C. § 7151)

Board Policy cross-reference: 5131.8 Conduct off School Grounds

Policy Revised: October 02, 2014

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

REGIONAL SUPERVISION DISTRICT