



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

Via Google Meet
Dial +1 (609) 800-4171
PIN: 479 804 174#
Sept. 21 @ 7:00 p.m.

To: Members of the Essex Board of Education
Subject: **Essex Board of Education Special Meeting – Monday September 21, 2020**
Time: **7:00 p.m.**
Place: **Via Google Meet – To listen remotely please dial (US)+1 (609) 800-4171 PIN: 479 804 174#**
(We kindly ask that you **please mute your phone immediately** upon connecting to the meeting as this will improve the audio quality for all participants. Google Meet may do this automatically, depending on the number of people already connected to the call. If so, pressing ***6** will unmute your phone when it's time to speak)

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.

AGENDA

- 1. Call to order**
- 2. Verbal roll call for BOE members**
- 3. 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.
 - 3.1 Minutes from the special meeting of June 10, 2020 (*encl #1*)
 - 3.2 Minutes from the special meeting of August 14, 2020 (*encl #2*)
 - 3.3 Minutes from the special meeting of August 20, 2020 (*encl #3*)
 - 3.4 Items from the consent agenda of June 30th Joint BOE Special Meeting where Essex did not have a quorum available to vote which included the following for approval:
 - a.) Minutes from the Joint BOE regular meeting of February 20, 2020 (*encl #4*)
 - b.) Minutes from the Joint BOE special meeting of April 30, 2020 (*encl #5*)
 - 3.5 Accounts Payable Report (*encl #6*)
- 4. Reports and Other Items**

Superintendent's Report – B. White

Business Office Report – K. Sterner (*encl #7, #8, #9, #10, #11, #12*)
- 5. Possible Action Items: (Please call each BOE member's name to record their vote)**
 - 5.1 Discussion and Possible VOTE(s) pertaining to COVID-19 related expenses and transfer of funds(*encl #13*)
 - 5.2 Discussion and possible vote to approve the transfer of unexpended 2019-2020 funds in the amount of \$38,388.28 (*please reference previous encl #8*)

- 6. Comment.** *(In the interest of creating the best remote meeting experience for all participating parties, we would ask that you please keep your phone on mute until such time when the Chair calls for Public Comment. Please continue to keep your phone on mute unless you are requesting to be recognized by the Chair to make a comment. Once you have been recognized by the Chair to make your comment, the following standard public comment guidelines will still apply):* **PLEASE NOTE: Upon dialing in, Google Meet may have shared a message that your phone has been automatically muted due to the number of callers on the line and instructed you to press *6 if you would like to unmute your phone. When you are done speaking, please remember to press *6 (or your phone's mute button) again to reduce background noise.**

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

7. Adjournment

Cc: Town Clerks: Essex

F.O.I. Compliance – subject to BOE approval

ESSEX BOARD of EDUCATION

Date: June 10, 2020

Special Meeting – REMOTE MEETING held

(To view a recording of this meeting, please visit our website www.reg4.k12.ct.us and select “Remote Meeting Recordings” under the BOARD OF EDUCATION Heading)

Attendance:	Lon Seidman	√	<u>Administration:</u>	<u>Others:</u>	
(√ = attended)	DG Fitton	√	Brian White	√	Kelly Sterner
	Mark Watson	√	Richard Huot	√	
	Cassandra Sweet	√	Jennifer Tousignant	√	
	Nancy Johnston	√	Kristina Martineau	√	
	Loretta McCluskey	√	Sarah Smalley	√	

Call To Order: approx. 6:00 p.m.

Items/Discussion:

Public Comment: None were made

On motion duly made and seconded the Board unanimously **VOTED** to approve the consent agenda consisting of the minutes of the regular meeting of March 12, 2020.

Superintendent White and Assistant Superintendent Kristina Martineau presented a district update. Principal Tousignant also shared an update on past and ongoing district efforts to foster a sense of school community for students and teachers, as well as end-of-year celebrations planned by Essex Elementary. Director of Pupil Services Sarah Smalley provided updates and answered questions with regards to support for students. (see attached presentation)

There was a discussion regarding the possible use of unexpended 2019-20 funds to purchase COVID-19 related materials and supplies for use during 2020-21.

On motion duly made and seconded, the Board unanimously **VOTED** to approve the use of unexpended 2019-20 funds to purchase COVID-19 related materials and supplies for use during 2020-21 as presented (see attached).

There was a discussion regarding the requested end-of-year transfers as presented.

On motion duly made and seconded, the Board unanimously VOTED to approve end-of-year transfers as presented (see attached), with a correction to the listed plant supplies account number as follows: the last digit should be “4” with an object code of 5430.

There was a discussion regarding the possible annual renewal of the *Agreement Concerning the Establishment and Operation of an Interim Collaborative Preschool Program* dated February 13, 2008.

On motion duly made and seconded, the Board unanimously VOTED to renew the *Agreement Concerning the Establishment and Operation of an Interim Collaborative Preschool Program* dated February 13, 2008. The original contract expires on June 30, 2012 and per agreement may be renewed in 1 year increments upon agreement of all signing parties (Boards of Education for Chester, Deep River, Essex and the Regional Supervision District Committee) no later than June 30th

There was a discussion regarding the annual renewal of the YMCA afterschool care contract.

On motion duly made and seconded, the Board VOTED (5 Yes; 0 No; 1 abstention – Chair Seidman recused himself due to a conflict of interest = motion PASSED) to renew the YMCA afterschool care contract on a yearly basis for 2020-21.

There was a discussion regarding Superintendent White’s recommendation to appoint Shipman and Goodwin as legal counsel for 2020-21.

On motion duly made and seconded, the Board unanimously VOTED to approve Superintendent White’s recommendation to appoint Shipman and Goodwin as legal counsel for 2020-21.

ADJOURNMENT:

On motion duly made and seconded, the Board unanimously VOTED to adjourn at approx. 7:05 p.m.

F.O.I. Compliance – subject to BOE approval

ESSEX BOARD of EDUCATION

Date: August 14, 2020

Special Meeting – REMOTE MEETING held

(To view a recording of this meeting, please visit our website www.reg4.k12.ct.us and select “Remote Meeting Recordings” under the BOARD OF EDUCATION Heading)

Attendance:	Lon Seidman	√	<u>Administration:</u>	<u>Others:</u>
(√ = attended)	DG Fitton	√	Brian White	√
	Mark Watson	√	Kristina Martineau	√
	Cassandra Sweet		Jennifer Tousignant	√
	Nancy Johnston	√		
	Loretta McCluskey	√		

Call To Order: approx. 9:00 a.m.

Items/Discussion:

On motion duly made and seconded the Board unanimously **VOTED** to move into Executive Session at approximately 9:01 a.m. for a student matter for the purpose of considering a tuition request.

The Board returned to Public Session at approximately 9:12 a.m.

On motion duly made and seconded, the Board unanimously VOTED to tuition in the students as presented.

(per agenda - approved the enrollment of two non-resident students in Essex Elementary School for the 2020-21 school year upon payment of the BOE approved tuition rate in the amount of \$13,500 and \$13,000 (reflecting a \$500 discount for enrolling a subsequent student from the same family) and in compliance with the terms of BOE policies #3240 and #5118)

Public Comment

none made

ADJOURNMENT:

On motion duly made and seconded, the Board unanimously VOTED to adjourn at approx. 9:14 p.m.

F.O.I. Compliance – subject to BOE approval

ESSEX BOARD of EDUCATION

Date: August 20, 2020

Special Meeting – REMOTE MEETING held

(To view a recording of this meeting, please visit our website www.reg4.k12.ct.us and select “Remote Meeting Recordings” under the BOARD OF EDUCATION Heading)

Attendance:		✓	<u>Administration:</u>	<u>Others:</u>
(✓ = attended)	Lon Seidman		Brian White	✓
	DG Fitton		Kristina Martineau	✓
	Mark Watson (connected 6:01)	✓	Jennifer Tousignant	✓
	Cassandra Sweet	✓	Sarah Smalley	✓
	Nancy Johnston	✓	Kelly Sterner	✓
	Loretta McCluskey	✓		

Call To Order: approx. 6:00 p.m.

Items/Discussion:

Update on Status of School Reopening

Superintendent White stated that the purpose of tonight’s meeting will be to provide an update to the Essex BOE and community about reopening preparations specifically at Essex Elementary.

Superintendent White reminded everyone about past detailed presentations to the Joint BOE and all our communities at Joint BOE meetings held during the last two weeks, videos of which along with copies of the presentation are available on the district website.

Additionally, other information has also been posted on the website along with a multipage FAQ document based on questions received from the public.

Principal Tousignant shared updates regarding all of the efforts to get Essex Elementary ready for reopening including all of the important work led by Facilities Manager Tom Fitzgerald and plans for Professional Development for staff.

Superintendent White, Assistant Superintendent Martineau, Director of Pupil Services Sarah Smalley, and Principal Tousignant answered questions from the Board.

Possible Action Items:

Discussion and Possible VOTE(s) pertaining to COVID-19 related expenses – No action was needed

Public Comment: no comments were made

ADJOURNMENT:

On motion duly made and seconded, the Board unanimously VOTED to adjourn at approx. 6:57 p.m.

***THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE
April 02, 2020 MEETING***

Joint Board of Education Committee

February 20, 2020

A regular meeting of the Joint Board of Education Committee was held on Thursday, February 20, 2020 in the John Winthrop Middle School Library, with the following Board Members present:

CHESTER BOARD OF EDUCATION:	David Fitzgibbons, Robert Bibbiani, Kristin Smith, Dale Bernardoni
DEEP RIVER BOARD OF EDUCATION:	Paula Weglarz, Miriam Morrissey, Tracy Dickson, Robert Ferretti, Mary Campbell, Lenore Grunko, Scott Hallden
ESSEX BOARD OF EDUCATION:	Lon Seidman, Mark Watson, DG Fitton, Loretta McCluskey, Nancy Johnston
REGION 4 BOARD OF EDUCATION:	Kate Sandmann, John Stack, Rick Daniels, Jane Cavanaugh, DG Fitton, Trisha Brookhart, Paula Weglarz, Lori Ann Clymas

Also in attendance: Brian J. White, Superintendent; Dr. Kristina Martineau, Assistant Superintendent; Richard Huot, Interim Business Manager; Sarah Smalley, Director of Pupil Services, & Jennifer Bryan, Board Clerk.

Audience of Citizens: 2

CALL TO ORDER

Supervision District Committee Chair Kate Sandmann called the meeting to order at 7:03 p.m.

The Chairs of the Deep River, Essex Boards and Region 4 Board of Education called their respective Boards to order at 7:03 p.m.

The Chester Board did not have a quorum present (therefore all votes they are unable to take this evening due to lack of a quorum will be added to the agenda for their March 3rd budget workshop)

CONSENT AGENDA

On motion duly made and seconded, the Deep River, Essex, and Region 4 Boards of Education unanimously VOTED to approve the consent agenda consisting of the minutes of the December 05, 2019 regular meeting of the Joint Board and the minutes of the January 27, 2020 special meeting of the Joint Board.

Please Note: The Chester Board of Education will take this vote on March 3rd

PUBLIC COMMENT – no comments were made

REPORTS

Superintendent's Report

Mr. White shared several highlights for each of our five schools including recent awards received and student activities.

Mr. White let the Boards know that negotiations will be starting soon on three contracts that expire June 30, 2020; Paraeducators (all schools); Cafeteria (all schools); and Region 4 Secretaries and Nurses (JW and VR only).

Board Chairs Paula Weglarz (Deep River) and David Fitzgibbons (Chester) introduced their newly appointed members, Scott Hallden and Kristen Smith, respectively.

The proposed Supervision District 2020-21 budget was presented. Mr. White reviewed the updated numbers which now include an appropriation for the Insurance Reserve Fund as discussed. No other changes have been made since the budget was presented at the Public Hearing on Feb. 3rd.

On motion duly made and seconded, the Deep River, Essex, and Region 4 Boards unanimously VOTED to approve the proposed 2020-21 Supervision District budget in the amount of \$7,978,711 as presented.

Please Note: The Chester Board of Education will take this vote on March 3rd

Assistant Superintendent's Report

No report was given

Director of Pupil Services Report

No report was given

Business Manager Financial Status Reports

This was put on hold until individual BOE meetings in March.

Director of Food Services, Thomas Peterlik reviewed the details of the Healthy Food Certification option for the Boards to consider; and the two motions that the Boards will be asked to approve this evening. There has been no change in the rules, this is just the annual renewal of the certification. Mr. Peterlik shared the amount of reimbursement that each cafeteria received in the last two years by complying with this certification. There was a brief discussion.

MOTION #1

On motion duly made and seconded the Deep River, Essex and Region 4 Boards unanimously VOTED to approve the Superintendent's and Director of Food Services' recommendation to vote "yes" on implementing the healthy food option of C.G.S. Section 10-215f and approve the following motion language for the healthy food option: *Pursuant to C.G.S. Section 10-215f, the board(s) of education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education will comply with the Connecticut Nutrition Standards during the period of July 1, 2020, through June 30, 2021. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores,*

vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

Please Note; The Chester Board of Education will take this vote on March 3rd

MOTION #2

On motion duly made and seconded the Deep River, Essex & Region 4 Boards unanimously VOTED to approve the Superintendent's and Director of Food Services' recommendation to vote "yes" to allow food and beverage exemptions and approve the following motion language: *The board(s) of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1)the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2)the sale is at the location of the event; and 3)the food and beverage items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held.*

Please Note; The Chester Board of Education will take this vote on March 3rd

Superintendent White presented a Key Provisions Summary of the Administrators Contract negotiated for July 01, 2020 – June 30, 2023. There was a brief discussion.

On motion duly made and seconded the Deep River, Essex, and Region 4 Boards unanimously VOTED to approve *Agreement between The Chester, Deep River, Essex, Region 4 Boards of Education; the Supervision District Committee and the Regional School District No. 4 Administrators Association for July 02, 2020 – June 30, 2023*, as presented

Please Note: The Chester Board of Education will take this vote on March 3rd

Committee Reports

The January meeting date for the Joint BOE Policy and Finance Committees was used to hold a special Joint BOE meeting to inform members about the status of the Region 4 Health Insurance Fund.

There was a Second Reading on the following policy:
#5114 Suspension/Expulsion/Due Process.

On motion duly made and seconded, the Deep River, Essex, and Region 4 Boards of Education unanimously VOTED to approve the following policy as presented: #5114 Suspension/Expulsion/Due Process

Please Note: The Chester Board of Education will take this vote on March 3rd

The Joint BOE Curriculum Committee met on January 16, 2020. Chair John Stack reported that the Curriculum Committee met on January 16th and discussed the middle school's band program. Teachers Kevin Lam and Laura Traver presented to the committee. There was a discussion regarding the academic benefits of music programs and the factors that might be contributing to the measured decline in student participation in band from 7th to 8th grade. The committee will meet next on March 12th.

District Security Advisory Committee

DG Fitton reported that the Committee continues to focus on social and emotional wellness. There was a suggestion made that the committee might consider asking the school nurses to participate in those discussions.

PUBLIC COMMENTS:

Charles DellaRocco spoke as the father of two students in Region 4. He requested that the Board call a special meeting and executive session to discuss how his students have been hurt by Region 4.

FUTURE AGENDA ITEMS

- Next Regular Joint BOE Meeting, April 02, 2020 @ 7:00 p.m.
- Next Generation Science Standards (Apr.) *K. Martineau*

ADJOURNMENT:

On Motion duly made and seconded, the Deep River, Essex and Region 4 Boards of Education unanimously VOTED to adjourn at 7:50 p.m.

Respectfully Submitted,

Jennifer Bryan, Clerk

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

April 30, 2020

Date: April 30, 2020 – **REMOTE MEETING held**

(To view a recording of this meeting, please visit our website www.reg4.k12.ct.us and select “Remote Meeting Recordings” under the BOARD OF EDUCATION Heading)

A special meeting of the Joint Board of Education Committee was held on Thursday, April 30, 2020 with the following Board Members present:

CHESTER BOARD OF EDUCATION:

David Fitzgibbons, Robert Bibbiani,
Charlene Fearon, Kris Pollock, Tom Englert,
Dale Bernardoni, Kristen Smith, Rebecca
Greenberg-Ellis,

DEEP RIVER BOARD OF EDUCATION:

Paula Weglarz, Missy Campbell, Miriam
Morrissey, Robert Ferretti, Tracy Dickson,
Lenore Grunko, Marc Lewis

ESSEX BOARD OF EDUCATION:

Lon Seidman, DG Fitton, Loretta McCluskey,
Nancy Johnston

REGION 4 BOARD OF EDUCATION:

Kate Sandmann, Jennifer Clark, Paula Weglarz,
Jane Cavanaugh, DG Fitton, Rick Daniels, John
Stack

CALL TO ORDER

Supervision District Committee Chair Kate Sandmann called the meeting to order at 6:00 p.m.

The Chairs of the Chester, Deep River, Essex and Region 4 Boards of Education called their respective Boards to order at 6:00 p.m. (some members had technical difficulties in being heard during roll call, but later confirmed their presence through other methods and were recorded as present).

Superintendent White started by thanking all of the different groups of district employees for their ongoing efforts throughout the building closures.

Superintendent White and Assistant Superintendent Martineau shared an update on the status of the districts since the March 13th COVID-19 related school closure and in particular with Distance Learning or E-Learning (see attached presentation). BOE members were able to ask questions.

There was a time for public comment. No comments were made.

Joe Spurgeon, of Lindberg & Ripple shared an update on the Region 4 Medical Insurance Fund (see attached presentation). BOE members were able to ask questions.

There was a time for public comment – no comments were made.

ADJOURNMENT:

On motion duly made and seconded, all Boards unanimously VOTED to adjourn at approx. 7:25 p.m.

09/15/2020 09:40
9781dpea

REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000 1040

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FOR: Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
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2020-2021 Budget

69278	09/15/2020	PRINTED	003061 A-DEC COMMUNICATIONS, LLC	1,420.00			
69279	09/15/2020	PRINTED	002357 CIRMA	15,718.89			
69280	09/15/2020	PRINTED	005835 CITIZENS BANK - HEALTH B	85,260.00			
69281	09/15/2020	PRINTED	002155 CONNECTICUT WATER CO	807.26			
69282	09/15/2020	PRINTED	006771 CT SOLAR LEASE 2, LLC	3,203.03			
69283	09/15/2020	PRINTED	002550 GIROUX LANDSCAPING, LLC	295.00			
69284	09/15/2020	PRINTED	002506 GRAINGER	547.90			
69285	09/15/2020	PRINTED	004658 KENDALL-HUNT PUBLISHING C	1,289.50			
69286	09/15/2020	PRINTED	005959 LEAF	2,764.82			
69287	09/15/2020	PRINTED	008161 AMY MC LAUGHLIN	292.50			
69288	09/15/2020	PRINTED	002518 TREASURER SUPERVISION DIS	187,763.58			
69289	09/15/2020	PRINTED	002297 W.B.MASON	616.91			

12 CHECKS CASH ACCOUNT TOTAL

.00

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09/09/2020 09:55 REGIONAL SCHOOL DIST # 4
9781dpea |AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000 1040

FOR: Uncleared

2020-21 Budget

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
69260	09/09/2020	PRINTED	003061 A-DEC COMMUNICATIONS, LLC	840.00			
69261	09/09/2020	PRINTED	002539 ALL WASTE, INC.	783.03			
69262	09/09/2020	PRINTED	002836 AMAZON/SYNCE	674.14			
69263	09/09/2020	PRINTED	004951 AMERICAN INDUSTRIAL TECHN	305.00			
69264	09/09/2020	PRINTED	002490 ARAMARK	107.44			
69265	09/09/2020	PRINTED	002155 CONNECTICUT WATER CO	140.00			
69266	09/09/2020	PRINTED	006719 EVERSOURCE	37.15			
69267	09/09/2020	PRINTED	006809 FOLLETT SCHOOL SOLUTIONS	1,132.69			
69268	09/09/2020	PRINTED	006678 FRONTIER	94.52			
69269	09/09/2020	PRINTED	002550 GIROUX LANDSCAPING, LLC	2,247.50			
69270	09/09/2020	PRINTED	002506 GRAINGER	526.39			
69271	09/09/2020	PRINTED	003086 JW PEPPER & SON, INC	180.85			
69272	09/09/2020	PRINTED	002411 PITNEY BOWES INC	171.00			
69273	09/09/2020	PRINTED	002267 SCHOOL SPECIALTY	282.85			
69274	09/09/2020	PRINTED	003625 ULINE	987.09			
69275	09/09/2020	PRINTED	002297 W.B.MASON	311.21			
69276	09/09/2020	PRINTED	002587 WALTHAM SERVICES, INC	99.00			
69277	09/09/2020	PRINTED	004246 WILCOX TREE EXPERTS	3,000.00			
18 CHECKS CASH ACCOUNT TOTAL				11,919.86	.00		

09/02/2020 09:00 REGIONAL SCHOOL DIST # 4
 9781dpea | AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000 1040

FOR: Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
69245	09/02/2020	PRINTED	002087 CAS	200.00			
69246	09/02/2020	PRINTED	002173 DEMCO, INC.	369.11			
69247	09/02/2020	PRINTED	002623 DIFFERENT ROADS TO LEARNI	517.65			
69248	09/02/2020	PRINTED	002197 ESSEX HARDWARE CO	252.74			
69249	09/02/2020	PRINTED	002158 HEINEMANN PUBLISHING	1,700.00			
69250	09/02/2020	PRINTED	002329 LEARN	300.00			
69251	09/02/2020	PRINTED	007303 LIPIN DIETZ, ASSOCIATES,	75.00			
69252	09/02/2020	PRINTED	003794 PRO-ED	103.40			
69253	09/02/2020	PRINTED	002578 ROCHESTER 100, INC.	187.20			
69254	09/02/2020	PRINTED	002267 SCHOOL SPECIALTY	2,589.69			
69255	09/02/2020	PRINTED	008148 SPOTIFY USA INC.	392.70			
69256	09/02/2020	PRINTED	007031 THE MATH LEARNING CENTER	1,177.10			
69257	09/02/2020	PRINTED	004417 WEST MUSIC	551.19			
13 CHECKS CASH ACCOUNT TOTAL				8,415.78	.00		

2020-2021 Budget

BOE ✓



08/11/2020 08:37
9781dpea

REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000

1040

FOR: Uncleared

2020-21 Budget

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CHECK # CHECK DATE TYPE VENDOR NAME

UNCLEARED

CLEARED BATCH CLEAR DATE

69201	08/11/2020	PRINTED	002836	AMAZON/SYNCE	1,625.87
69202	08/11/2020	PRINTED	006771	CT SOLAR LEASE 2, LLC	3,718.63
69203	08/11/2020	PRINTED	002197	ESSEX HARDWARE CO	134.60
69204	08/11/2020	PRINTED	006719	EVERSOURCE	35.91
69205	08/11/2020	PRINTED	006678	FRONTIER	94.52
69206	08/11/2020	PRINTED	002506	GRAINGER	89.00
69207	08/11/2020	PRINTED	002158	HEINEMANN PUBLISHING	1,418.95
69208	08/11/2020	PRINTED	005959	LEAF	1,683.81
69209	08/11/2020	PRINTED	002843	MUNICIPAL EMP. RETIREMENT	520.00
69210	08/11/2020	PRINTED	007822	RAPTOR TECHNOLOGIES, LLC	94.16
69211	08/11/2020	PRINTED	002267	SCHOOL SPECIALTY	427.69
69212	08/11/2020	PRINTED	004262	TEC CONTROL SYSTEMS	1,900.00
69213	08/11/2020	PRINTED	002297	W.B.MASON	1,030.37
69214	08/11/2020	PRINTED	002587	WALTHAM SERVICES, INC	99.00

14 CHECKS

CASH ACCOUNT TOTAL

.00

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07/28/2020 16:17 REGIONAL SCHOOL DIST # 4
9781dpea IAP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000 1040 FOR: Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
69187	07/28/2020	PRINTED	002539 ALL WASTE, INC.	783.03			
69188	07/28/2020	PRINTED	002467 ALLSTON SUPPLY CO INC	332.80			
69189	07/28/2020	PRINTED	002357 CIRMA	8,580.25			
69190	07/28/2020	PRINTED	005835 CITIZENS BANK - HEALTH B	85,260.00			
69191	07/28/2020	PRINTED	002810 DEEP RIVER RENTAL	295.17			
69192	07/28/2020	PRINTED	002506 GRAINGER	380.54			
69193	07/28/2020	PRINTED	007394 KAEDEN BOOKS	976.50			
69194	07/28/2020	PRINTED	006590 OTC BRANDS, INC.	303.80			
69195	07/28/2020	PRINTED	002267 SCHOOL SPECIALTY	2,489.84			
69196	07/28/2020	PRINTED	002432 STAPLES BUSINESS ADVANTAG	21.35			
69197	07/28/2020	PRINTED	005776 THERMOMEDICS, LLC	1,184.89			
69198	07/28/2020	PRINTED	002518 TREASURER SUPERVISION DIS	187,763.58			
69199	07/28/2020	PRINTED	002297 W.B.MASON	1,274.54			
13 CHECKS CASH ACCOUNT TOTAL				289,646.29			
					.00		

805 x



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07/15/2020 08:22
9781dpea
REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000 1040

FOR: Uncleared

CHECK # CHECK DATE TYPE VENDOR NAME 2020-2021 Budget UNCLESARED CLEARED BATCH CLEAR DATE

69163	07/15/2020	PRINTED	002539 ALL WASTE, INC.	783.03			
69164	07/15/2020	PRINTED	002408 CABE	2,777.00			
69165	07/15/2020	PRINTED	003300 CARL L. CHUDY	7,225.00			
69166	07/15/2020	PRINTED	002357 CIRMA	118,784.00			
69167	07/15/2020	PRINTED	005835 CITIZENS BANK - HEALTH B	555.00			
69168	07/15/2020	PRINTED	002477 DEPT ENVIRONMENTAL PROTECT	762.67			
69169	07/15/2020	PRINTED	006809 FOLLETT SCHOOL SOLUTIONS	31.21			
69170	07/15/2020	PRINTED	002506 GRAINGER	1,683.81			
69171	07/15/2020	PRINTED	005959 LEAF	150.00			
69172	07/15/2020	PRINTED	005990 TEACHERS COLLEGE	4,652.00			
69173	07/15/2020	PRINTED	005776 THERMOMEDICS, LLC	187,763.58			
69174	07/15/2020	PRINTED	002518 TREASURER SUPERVISION DIS	165.92			
69175	07/15/2020	PRINTED	002297 W.B.MASON	99.00			
69176	07/15/2020	PRINTED	002587 WALTHAM SERVICES, INC				
14 CHECKS CASH ACCOUNT TOTAL				325,571.15			
							.00

Essex Board of Education
FY 2019-2020 Year End Report

Object	Description	2019-2020 Original Budget	2019-2020 Transfers	2019-2020 Revised Budget	2019-2020 Actual Expense	2019-2020 Surplus/ (Deficit)
OBJECT 100 - SALARIES:						
5111	Administration	148,877	-	148,877	151,898	(3,021)
5113	Teachers' Salaries	1,893,294	27,220	1,920,514	1,920,946	(432)
5114	Secretary Salaries	146,276	-	146,276	131,813	14,463
5115	Custodial Salaries	233,112	-	233,112	216,173	16,939
5116	Nurse Salary	53,303	-	53,303	53,592	(289)
5118	Cafeteria Salaries	35,000	-	35,000	35,000	-
5119	Para Educators	490,075	-	490,075	460,752	29,323
5123	Substitute Teachers	55,000	-	55,000	27,947	27,053
5124	Substitute Secretary/Para-Educators	8,000	-	8,000	37,914	(29,914)
5125	Sub Custodians	3,000	-	3,000	5,639	(2,639)
5126	Summer Part Time Custodian Salary	14,500	-	14,500	12,423	2,077
5133	Coaches/Extra-Curricular	13,893	-	13,893	16,838	(2,945)
5134	Secretary OT	1,700	-	1,700	400	1,300
5135	Custodian OT Salary	4,500	-	4,500	1,782	2,718
5198	Supervision District Salary	1,360,804	-	1,360,804	1,360,803	1
TOTAL SALARIES		4,461,334	27,220	4,488,554	4,433,920	54,634
OBJECT 200 - EMPLOYEE BENEFITS:						
5210	Health Insurance	879,318	-	879,318	879,318	-
5214	Life Insurance	4,016	-	4,016	3,829	187
5223	FICA/Medicare	98,324	-	98,324	94,856	3,468
5250	Unemployment Compensation	30,000	-	30,000	1,957	28,043
5260	Worker's Compensation	29,683	-	29,683	27,748	1,935
5290	Other Employee Benefits	68,103	-	68,103	68,103	-
5291	Annuities	12,316	-	12,316	14,774	(2,458)
5298	Supervision District Fringe Benefits	473,962	-	473,962	469,613	4,349
TOTAL EMPLOYEE BENEFITS		1,595,722	-	1,595,722	1,560,197	35,525

Essex Board of Education
FY 2019-2020 Year End Report

Object	Description	2019-2020 Original Budget	2019-2020 Transfers	2019-2020 Revised Budget	2019-2020 Actual Expense	2019-2020 Surplus/ (Deficit)
OBJECT 300 - PURCHASED & TECHNICAL SERVICES:						
5322	Professional Development Programs	7,000	(7,000)	-	-	-
5330	Other Professional Services					
	Sound Equipment Services	850	-	850	350	500
	Special Education	39,000	10,572	49,572	20,560	29,012
	Health	1,175	-	1,175	-	1,175
	Physical Therapy	17,011	-	17,011	14,085	2,926
	Testing & Therapy	17,000	(3,191)	13,809	-	13,809
	Other Services	30,500	-	30,500	17,434	13,066
5398	Supervision District Professional Services	52,931	-	52,931	52,931	-
TOTAL PURCHASED & TECHNICAL SERVICES		165,467	381	165,848	105,360	60,488
OBJECT 400 - PURCHASED PROPERTY SERVICES:						
5411	Water	8,900	-	8,900	7,924	976
5412	Electricity	78,334	-	78,334	48,872	29,462
5430	Repairs & Maintenance					
	Art	300	-	300	-	300
	Music	1,780	-	1,780	1,355	425
	Computer Education	10,000	-	10,000	2,562	7,438
	Special Education	100	3,660	3,760	3,560	200
	Health	85	-	85	75	10
	Audio/Visual	500	-	500	-	500
	Contracts	800	-	800	745	55
	Plant Operations Repairs	260,775	(69,000)	191,775	179,601	12,174
	Security	-	-	-	-	-
	Cafeteria	3,000	-	3,000	-	3,000
5440	Leases	111,505	-	111,505	107,892	3,613
5498	Supervision District Purchased Services	7,147	-	7,147	7,147	-
TOTAL PURCHASED PROPERTY SERVICES		483,226	(65,340)	417,886	359,734	58,152

Essex Board of Education
FY 2019-2020 Year End Report

Object	Description	2019-2020 Original Budget	2019-2020 Transfers	2019-2020 Revised Budget	2019-2020 Actual Expense	2019-2020 Surplus/ (Deficit)
OBJECT 500 - OTHER PURCHASED SERVICES:						
5511	Out-of-District Transportation	65,000	7,171	72,171	49,671	22,500
5515	Field Trips & School Events	2,400	-	2,400	419	1,981
5520	Comprehensive Insurance	24,656	-	24,656	24,585	71
5530	Communications	6,800	-	6,800	5,587	1,213
5540	Advertising	-	-	-	-	-
5561	In State Tuition	181,200	23,925	205,125	175,587	29,538
55611	Excess Cost Reimbursement	-	-	-	(37,534)	37,534
5580	Travel & Conferences	8,500	-	8,500	2,074	6,426
5598	Supervision District Other Purchased Services	262,655	-	262,655	262,655	-
	TOTAL OTHER PURCHASED SERVICES	551,211	31,096	582,307	463,045	99,262
OBJECT 600 - SUPPLIES:						
5610	General Supplies					
	Computer Education	8,000	-	8,000	7,907	93
	Health	1,400	-	1,400	1,253	147
	Office Supplies	11,000	8,000	19,000	16,101	2,899
	TOTAL GENERAL SUPPLIES	20,400	8,000	28,400	25,261	3,139
5611	Instructional Supplies					
	Art	5,400	-	5,400	3,041	2,359
	Language Arts	7,291	-	7,291	4,860	2,431
	Foreign Language (FLES)	450	-	450	445	5
	Kindergarten	626	-	626	451	175
	Mathematics	3,995	-	3,995	2,962	1,033
	Music	875	-	875	781	94
	Physical Education	2,008	(1,357)	651	650	1
	Reading	2,289	-	2,289	374	1,915
	Science	4,000	-	4,000	2,863	1,137
	Social Studies	1,747	-	1,747	2,506	(759)
	Testing	2,452	-	2,452	1,428	1,023
	Enrichment Projects	3,598	-	3,598	778	2,820
	Special Education	1,763	-	1,763	1,063	700
	Library	506	-	506	504	2
	Audio Visual	7,179	-	7,179	4,261	2,918
	TOTAL INSTRUCTIONAL SUPPLIES	44,179	(1,357)	42,822	26,970	15,852
5613	Operations Maintenance Supplies	20,000	-	20,000	17,214	2,786
5624	Heating Fuel Natural Gas	30,000	-	30,000	27,512	2,488
5626	Gasoline	200	-	200	-	200
5629	General Instructional Supplies	19,752	-	19,752	8,553	11,199

Essex Board of Education
FY 2019-2020 Year End Report

Object	Description	2019-2020 Original Budget	2019-2020 Transfers	2019-2020 Revised Budget	2019-2020 Actual Expense	2019-2020 Surplus/ (Deficit)
5641	Instructional Materials					
	Language Arts	660	-	660	284	376
	Foreign Language (FLES)	95	-	95	99	(4)
	Kindergarten	1,597	-	1,597	80	1,517
	Mathematics	7,052	-	7,052	6,448	604
	Music	1,700	-	1,700	1,676	24
	Reading	5,550	-	5,550	5,366	184
	Science	4,000	-	4,000	3,380	620
	Social Studies	660	-	660	48	612
	Computer Education Software	6,760	-	6,760	6,759	1
	Study Skills Program	1,925	-	1,925	1,925	-
	Enrichment Projects	1,750	-	1,750	1,750	-
	Special Education	5,319	-	5,319	5,319	0
	Guidance	1,155	-	1,155	1,146	9
	Library	6,919	-	6,919	6,863	56
	TOTAL INSTRUCTIONAL MATERIALS	45,142	-	45,142	41,143	3,999
5698	Supervision District Supplies	21,790	-	21,790	21,790	-
TOTAL SUPPLIES		201,463	6,643	208,106	168,444	39,662
OBJECT 700 - PROPERTY:						
5730	Equipment	-	-	-	-	-
TOTAL PROPERTY		-	-	-	-	-
OBJECT 800 - OTHER OBJECTS:						
5810	Dues & Fees					
	Board of Education	3,000	-	3,000	2,777	223
	School Dues & Fees	929	-	929	545	384
	TOTAL DUES & FEES	3,929	-	3,929	3,322	607
5898	Supervision District Dues & Fees	1,624	-	1,624	1,624	-
TOTAL OTHER OBJECTS		5,553	-	5,553	4,946	607
	TOTAL	7,463,976	-	7,463,976	7,115,645	348,331

REGIONAL SCHOOL DISTRICT No. 4

CHESTER • DEEP RIVER • ESSEX

Brian J. White
Superintendent of Schools
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Kelly Sterner
Finance Director
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July 28, 2020

To: Brian White, Superintendent of Schools

From: Kelly Sterner, Finance Director

RE: Essex Cafeteria Fund fiscal year end results

Attachment 1 is the revenue and expenditure report for the Essex cafeteria for the fiscal year July 1, 2019 through June 30, 2020. The net results for the year was a deficit of \$55,488. There are a number of items contributing to the deficit. These include:

- Fixed pricing for meals below breakeven level
- Level of support from Town operating fund
- Closure of schools in March halted café food sales revenue
- Expenditures related to Grab-n-Go food program available at our elementary schools

Attachment 2 shows the participation numbers for the Grab-n-Go program. The Grab-n-Go food support program has been in place since the closure of school in March and will continue through August. State grants provide funding which partially covers the cost of the food. We are seeking funding from other sources such as FEMA, however it remains unknown whether the costs will be considered eligible.

The deficit has been funded through a decrease in cash balances, increased accounts payable, but primarily by an increase in the amount that the café fund owes the Town fund (aka the Due To/Due From accounts). The drawdown of cash balances may require a request for short term funding from the Town which will allow us to keep the Grab-n-Go program going and buy inventory for the start of school in the Fall. Here is the running balance between the café fund and Town fund as of June 30th:

	Balance due from Café to Town Fund
End of year balance as of 6/30/19	\$ 3,518.01
Fiscal year 2019-2020 deficit	<u>\$34,870.27</u>
End of year balance as of 6/30/20	\$38,388.28

For fiscal year 2020-2021, the cafeteria staff salaries and fringes have been shifted to the Town budget and appropriately funded. This should alleviate the growing deficit in the fund particularly when food sales resume. This may provide the opportunity to reimburse the deficit over time. An alternative solution that the Town and Board of Education could consider would be a supplemental appropriation for fiscal year 2019-2020 to offset the balance due.

Attachment 1

Essex ES 2019-2020															July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total												
Eligible Students - Free																	57	59	59	57	57	59	61	61	61	592													
Eligible - Reduced																	16	10	10	9	7	7	7	7	7	87													
Eligible - Full Pay																	256	261	260	260	261	258	259	259	259	2,592													
Total Enrollment															0	329	330	329	329	326	325	324	327	327	327	3,271													
Breakfast - Free meals served																	186	240	228	106	210	142	57	939	1,112	1,013	4,233												
Breakfast - Reduced meals served																	26	28	35	19	10	11	6	0	0	0	135												
Breakfast - Full Pay meals served																	153	171	166	86	226	177	75	0	0	0	1,054												
Lunch - Free meals served																	639	785	671	461	750	672	323	939	1,112	1,013	7,365												
Lunch - Reduced meals served																	213	181	137	84	115	93	51	0	0	0	874												
Lunch - Full Pay meals served																	1,662	1,894	1,748	1,279	2,020	1,818	890	0	0	0	11,311												
Total Meal Count															0	2,879	3,299	2,985	2,035	3,331	2,913	1,402	1,878	2,224	2,026	24,972													
Miscellaneous Income															\$	-	\$	23	\$	-	\$	-	\$	60	\$	277	\$	360											
Café Lunch Cash Sales															\$	556	\$	6,089	\$	5,842	\$	7,104	\$	7,882	\$	7,166	\$	4,112	\$	121	\$	108	\$	319	\$	42,588			
State & Fed Grants - Claims breakfast															\$	-	\$	430	\$	538	\$	525	\$	251	\$	472	\$	333	\$	1,566	\$	1,728	\$	2,046	\$	1,864	\$	9,753	
State & Fed Grants - Claims lunch															\$	-	\$	3,352	\$	3,828	\$	3,260	\$	2,234	\$	3,550	\$	3,153	\$	2,311	\$	3,202	\$	3,792	\$	3,454	\$	32,136	
State & Fed Grants - 6 Cent															\$	-	\$	176	\$	200	\$	179	\$	128	\$	202	\$	181	\$	118	\$	66	\$	78	\$	71	\$	1,398	
State & Fed Grants - Healthy Foods															\$	-	\$	-	\$	-	\$	-	\$	1,443	\$	-	\$	-	\$	939	\$	-	\$	-	\$	2,382			
State & Fed Grants - CN State Match															\$	-	\$	-	\$	-	\$	660	\$	-	\$	-	\$	295	\$	-	\$	-	\$	-	\$	1,251			
State & Fed Grants - State School Breakfast															\$	-	\$	-	\$	2,867	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	2,867			
USDA commodities															\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	8,597	\$	8,597	
Transfer In															\$	-	\$	-	\$	35,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	35,000	
Total Revenue															\$	556	\$	10,070	\$	48,275	\$	11,067	\$	6,562	\$	13,549	\$	10,833	\$	8,462	\$	6,352	\$	6,301	\$	14,305	\$	136,332	
Administrator Salary															15665	1,462	3,194	1,462	1,462	1,170	1,170	1,755	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170	17,525	
Secretary Salary															5838	29	794	637	600	510	689	540	532	475	475	475	475	475	475	475	475	475	475	475	475	475	475	5,755	
Food Service Salary															57468	-	4,760	5,069	5,779	4,674	7,402	4,776	5,173	4,616	4,916	4,616	4,916	4,616	4,916	4,616	4,916	4,616	4,916	4,616	4,916	4,616	51,781		
Sub Sec'y Café															2000	-	139	55	105	333	250	905	157	-	-	-	-	-	-	-	-	-	-	-	-	-	1,943		
OT Cafeteria Salary															1000	-	1,295	51	178	265	32	127	242	-	-	-	-	-	-	-	-	-	-	-	-	-	2,286		
Total Salaries															81971	1,462	3,222	8,451	7,273	7,831	6,951	10,128	7,518	7,274	6,261	6,561	6,356	6,356	6,356	6,356	6,356	6,356	6,356	6,356	6,356	6,356	6,356	79,289	
Health Insurance															33378	-	2,427	3,897	3,705	3,705	3,705	3,705	3,705	3,705	3,705	3,705	3,705	3,705	3,705	3,705	3,705	3,705	3,705	3,705	3,705	3,705	3,705	35,996	
Life Insurance															200	-	13	16	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	144	
MERF															12389	201	305	1,040	991	1,061	909	1,356	908	977	860	901	873	901	873	901	873	901	873	901	873	901	10,381		
Fica/Medicare															6271	109	167	591	481	528	463	703	504	485	408	431	415	415	415	415	415	415	415	415	415	415	415	5,284	
Total Benefits															52238	310	472	4,071	5,385	5,308	5,091	5,779	5,131	5,182	4,987	5,061	5,007	5,176	5,007	5,176	5,007	5,176	5,007	5,176	5,007	5,176	5,007	5,176	51,776
Total Salary & Benefit Cost															134209	1,772	3,695	12,521	12,659	13,140	12,042	15,908	12,649	12,456	11,248	11,612	11,363	11,363	11,363	11,363	11,363	11,363	11,363	11,363	11,363	11,363	11,363	131,065	
Repairs & Maintenance															-	-	1,750	-	-	-	-	-	-	75	-	-	-	-	-	-	-	-	-	-	-	-	1,825		
All - Supplies / Energy															190	190	747	563	523	299	512	374	256	1,595	442	-	-	-	-	-	-	-	-	-	-	-	5,501		
USDA Donations															-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,597		
General Supplies															2,271	2,271	5,816	5,702	3,259	3,870	6,430	4,150	1,689	4,508	2,543	2,926	43,164	2,926	43,164	2,926	43,164	2,926	43,164	2,926	43,164	2,926	43,164		
All - Other Misc. Expense															699	699	223	236	41	60	63	115	29	45	-	-	-	-	-	-	-	-	-	-	-	-	1,669		
Other Objects															-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Product Cost															-	3,160	8,536	6,501	3,823	4,229	7,005	4,639	2,049	6,148	2,985	11,681	60,755												
Total Product, Salary & Benefit Costs															1,772	6,855	21,057	19,160	16,963	16,271	22,913	17,288	14,504	17,996	14,597	23,044	191,820												
Profit (Loss)															(1,772)	(6,299)	(10,987)	(5,895)	(9,709)	(9,364)	(6,455)	(6,043)	(11,045)	(8,296)	(8,738)	(55,488)													
Operating Days															2	19	21	18	15	21	18	21	21	20	13	189													
Lunch Participation															#DIV/0!	40.2%	41.3%	43.2%	37.3%	42.3%	44.3%	18.4%	13.7%	17.0%	23.8%	3.2%													
Breakfast Participation															#DIV/0!	5.8%	6.3%	7.2%	4.3%	6.5%	5.7%	2.0%	13.7%	17.0%	23.8%	0.9%													
Meals Product Cst															#DIV/0!	2.96	1.97	1.28	2.08	2.10	1.59	1.46	3.27	1.34	5.77														
Labor/Meal															#DIV/0!	4.35	3.84	4.40	5.92	4.78	4.34	8.88	5.99	5.22	5.61														
unpaid lunch balances - monthly value															#DIV/0!	7.31	5.81	5.68	8.00	6.88	5.93	10.35	9.26	6.56	11.37														
lunch account balances- monthly value																																							
Month End Checking Account Balance																																							

notes

Attachment 2

School Shutdown Meal counts

7810

7834

15644

Meal counts	Chester Breakfast	Chester Lunch	Deep River Breakfast	Deep River Lunch	Essex Breakfast	Essex Lunch	daily breakfast total	daily lunch total	total meals served
Tuesday, March 17, 2020	19	19	31	31	17	17	67	67	134
Wednesday, March 18, 2020	25	25	28	28	23	23	76	76	152
Thursday, March 19, 2020	31	31	33	33	32	32	96	96	192
Friday, March 20, 2020	32	32	31	31	40	40	103	103	206
Monday, March 23, 2020	22	22	30	30	47	47	99	99	198
Tuesday, March 24, 2020	27	27	26	26	49	49	102	102	204
Wednesday, March 25, 2020	37	37	26	26	39	39	102	102	204
Thursday, March 26, 2020	39	39	30	30	44	44	113	113	226
Friday, March 27, 2020	37	37	27	27	55	55	119	119	238
Monday, March 30, 2020	35	35	26	26	33	33	94	94	188
Tuesday, March 31, 2020	37	37	34	34	40	40	111	111	222
MARCH Total	341	341	322	322	419	419	1082	1082	2164
Wednesday, April 1, 2020	43	43	35	35	31	31	109	109	218
Thursday, April 2, 2020	35	35	23	23	42	42	100	100	200
Friday, April 3, 2020	42	42	25	25	45	45	112	112	224
Monday, April 6, 2020	45	45	17	17	26	26	88	88	176
Tuesday, April 7, 2020	31	31	18	18	23	23	72	72	144
Wednesday, April 8, 2020	41	41	15	15	43	43	99	99	198
Thursday, April 9, 2020	41	41	7	7	68	68	116	116	232
Friday, April 10, 2020							0	0	0
Monday, April 13, 2020	16	16	2	2	29	29	47	47	94
Tuesday, April 14, 2020	42	42	25	25	38	38	105	105	210
Wednesday, April 15, 2020	31	31	29	29	36	36	96	96	192
Thursday, April 16, 2020	42	42	20	20	37	37	99	99	198
Friday, April 17, 2020	43	43	3	3	40	40	86	86	172
Monday, April 20, 2020	40	40	18	18	47	47	105	105	210
Tuesday, April 21, 2020	49	49	25	25	47	47	121	121	242
Wednesday, April 22, 2020	33	33	41	41	52	52	126	126	252
Thursday, April 23, 2020	42	42	30	30	61	61	133	133	266
Friday, April 24, 2020	51	51	36	36	56	56	143	143	286
Monday, April 27, 2020	37	37	33	33	55	55	125	125	250
Tuesday, April 28, 2020	36	36	33	33	55	55	124	124	248
Wednesday, April 29, 2020	40	40	39	39	52	52	131	131	262
Thursday, April 30, 2020	23	23	26	26	56	56	105	105	210
APRIL Total	803	803	500	500	939	939	2242	2242	4484
Friday, May 1, 2020	42	42	25	25	61	61	128	128	256
Monday, May 4, 2020	38	38	31	31	52	52	121	121	242
Tuesday, May 5, 2020	40	40	30	30	56	56	126	126	252
Wednesday, May 6, 2020	29	29	38	38	60	60	127	127	254
Thursday, May 7, 2020	44	44	35	35	60	60	139	139	278
Friday, May 8, 2020	48	48	39	39	68	68	155	155	310
Monday, May 11, 2020	32	32	34	34	52	52	118	118	236
Tuesday, May 12, 2020	53	49	26	26	52	52	131	127	258
Wednesday, May 13, 2020	43	43	29	29	46	46	118	118	236
Thursday, May 14, 2020	43	43	29	29	59	59	131	131	262
Friday, May 15, 2020	39	39	28	28	56	56	123	123	246
Monday, May 18, 2020	41	41	41	41	52	52	134	134	268
Tuesday, May 19, 2020	55	55	29	29	45	45	129	129	258
Wednesday, May 20, 2020	47	47	25	25	57	57	129	129	258
Thursday, May 21, 2020	48	48	27	27	50	50	125	125	250
Friday, May 22, 2020	54	54	27	27	72	72	153	153	306
Monday, May 25, 2020	0	0	0	0	0	0	0	0	0
Tuesday, May 26, 2020	21	34	17	17	38	38	76	89	165
Wednesday, May 27, 2020	24	31	21	21	54	54	99	106	205
Thursday, May 28, 2020	27	39	27	27	58	58	112	124	236
Friday, May 29, 2020	34	40	31	31	65	65	130	136	266
MAY Total	802	836	589	589	1113	1113	2504	2538	5042

Attachment 2-continued

Monday, June 1, 2020	38	38	20	20	62	62	120	120	240
Tuesday, June 2, 2020	44	44	23	23	52	52	119	119	238
Wednesday, June 3, 2020	17	17	19	19	44	44	80	80	160
Thursday, June 4, 2020	30	30	24	24	45	45	99	99	198
Friday, June 5, 2020	42	42	19	19	55	55	116	116	232
Monday, June 8, 2020	32	29	18	18	60	60	110	107	217
Tuesday, June 9, 2020	38	31	17	17	56	56	111	104	215
Wednesday, June 10, 2020	26	29	18	18	56	56	100	103	203
Thursday, June 11, 2020	37	40	7	7	45	45	89	92	181
Friday, June 12, 2020	32	36	19	19	60	60	111	115	226
Monday, June 15, 2020	29	29	13	13	48	48	90	90	180
Tuesday, June 16, 2020	28	28	11	1	51	51	90	80	170
Wednesday, June 17, 2020	27	27	14	14	36	36	77	77	154
Thursday, June 18, 2020	32	32	10	10	32	32	74	74	148
Friday, June 19, 2020	22	22	15	15	39	39	76	76	152
Monday, June 22, 2020	29	29	12	12	37	37	78	78	156
Tuesday, June 23, 2020	33	33	14	14	37	37	84	84	168
Wednesday, June 24, 2020	24	24	5	5	41	41	70	70	140
Thursday, June 25, 2020	28	28	15	15	41	41	84	84	168
Friday, June 26, 2020	16	16	16	16	45	45	77	77	154
Monday, June 29, 2020	17	17	8	8	34	34	59	59	118
Tuesday, June 30, 2020	20	20	11	11	37	37	68	68	136
JUNE TOTAL	641	641	328	318	1013	1013	1982	1972	3954

**Essex Board of Education
FY 2019-2020**

Transfer Request 9/21/2020 Cafeteria fye deficit

FROM		Description		Amount		Account #		Object		Description		Amount	
Account #	Object	Description		Amount		Account #		Object		Description		Amount	
326001	5115	Custodial Salaries		\$ 16,939		36161001		5118		Food Service/Cafeteria Salaries		\$38,388	
311151	5123	Substitute Teachers		\$ 21,449									
		Total		\$ 38,388						Total		\$38,388	

Funding necessary to eliminate the Due From deficit between Essex operating budget and the Essex school lunch fund for fy 2019-2020

Essex Board of Education
FY 2020-2021 Year-to-Date Report as of September 16, 2020

Object	Description	2020-2021 Original Budget	2020-2021 Transfers	2020-2021 Revised Budget	2020-2021 Actual Expense YTD	2020-2021 Encumbrances	2020-2021 Available Balance
OBJECT 100 - SALARIES:							
5111	Administration	152,227	-	152,227	35,129	117,098	-
5113	Teachers' Salaries	1,911,645	-	1,911,645	138,948	1,627,143	145,553
5114	Secretary Salaries	157,861	-	157,861	22,531	121,287	14,042
5115	Custodial Salaries	221,326	-	221,326	43,995	180,240	(2,909)
5116	Nurse Salary	53,534	-	53,534	5,041	48,493	-
5118	Food Service Dir/Bookkeeper/Cafeteria Salaries	80,172	-	80,172	-	-	80,172
5119	Para Educators	437,828	-	437,828	17,237	-	420,591
5123	Substitute Teachers	45,000	-	45,000	371	-	44,629
5124	Substitute Secretary/Para-Educators	8,000	-	8,000	-	-	8,000
5125	Sub Custodians	5,000	-	5,000	720	-	4,280
5126	Summer Part Time Custodian Salary	12,000	-	12,000	10,974	-	1,026
5133	Coaches/Extra-Curricular	21,420	-	21,420	-	-	21,420
5134	Secretary OT	1,700	-	1,700	-	-	1,700
5135	Custodian OT Salary	4,500	-	4,500	-	-	4,500
5198	Supervision District Salary	1,436,594	-	1,436,594	478,865	957,729	-
TOTAL SALARIES		4,548,807	-	4,548,807	753,811	3,051,991	743,005
OBJECT 200 - EMPLOYEE BENEFITS:							
5210	Health Insurance	1,023,115	-	1,023,115	341,040	682,075	-
5214	Approp. Health Insurance Reserve Fund	33,524	-	33,524	33,524	-	-
5214	Life Insurance	5,486	-	5,486	131	-	5,355
5223	FICA/Medicare	101,930	-	101,930	9,794	-	92,136
5250	Unemployment Compensation	30,000	-	30,000	-	30,000	-
5260	Worker's Compensation	30,871	-	30,871	22,858	8,013	-
5290	Other Employee Benefits	79,109	-	79,109	520	71,670	6,919
5291	Annuities	15,829	-	15,829	2,000	-	13,829
5298	Supervision District Fringe Benefits	445,704	-	445,704	148,568	297,136	-
TOTAL EMPLOYEE BENEFITS		1,765,568	-	1,765,568	558,435	1,088,894	118,239

Essex Board of Education
FY 2020-2021 Year-to-Date Report as of September 16, 2020

Object	Description	2020-2021 Original Budget	2020-2021 Transfers	2020-2021 Revised Budget	2020-2021 Actual Expense YTD	2020-2021 Encumbrances	2020-2021 Available Balance
OBJECT 300 - PURCHASED & TECHNICAL SERVICES:							
5322	Professional Development Programs	7,000	-	7,000	-	-	7,000
5330	Other Professional Services						
	Sound Equipment Services	850	-	850	-	-	850
	Special Education	24,800	-	24,800	-	20,000	4,800
	Health	1,175	-	1,175	-	-	1,175
	Physical Therapy	18,669	-	18,669	-	18,669	-
	Testing & Therapy	10,000	-	10,000	-	-	10,000
	Other Services	31,500	-	31,500	-	31,500	-
5398	Supervision District Professional Services	64,463	-	64,463	21,488	42,975	-
TOTAL PURCHASED & TECHNICAL SERVICES		158,457	-	158,457	21,488	113,144	23,825
OBJECT 400 - PURCHASED PROPERTY SERVICES:							
5411	Water	9,100	-	9,100	807	8,293	-
5412	Electricity	70,000	-	70,000	7,068	62,932	-
5430	Repairs & Maintenance						
	Art	300	-	300	-	300	-
	Music	1,950	-	1,950	225	1,724	1
	Computer Education	9,000	-	9,000	1,565	-	7,436
	Special Education	3,850	-	3,850	-	-	3,850
	Health	85	-	85	75	-	10
	Audio/Visual	500	-	500	-	-	500
	Contracts	800	-	800	763	-	37
	Plant Operations Repairs	211,950	-	211,950	30,741	174,089	7,120
	Security	540	-	540	-	-	540
	Cafeteria	3,000	-	3,000	-	-	3,000
5440	Leases	111,505	-	111,505	6,303	104,632	-
5498	Supervision District Purchased Services	7,755	-	7,755	2,585	5,170	-
TOTAL PURCHASED PROPERTY SERVICES		430,335	-	430,335	50,132	357,139	23,063

Essex Board of Education
FY 2020-2021 Year-to-Date Report as of September 16, 2020

Object	Description	2020-2021 Original Budget	2020-2021 Transfers	2020-2021 Revised Budget	2020-2021 Actual Expense YTD	2020-2021 Encumbrances	2020-2021 Available Balance
OBJECT 500 - OTHER PURCHASED SERVICES:							
5511	Out-of-District Transportation	106,839	-	106,839	-	-	106,839
5515	Field Trips & School Events	2,498	-	2,498	-	2,498	-
5520	Comprehensive Insurance	25,485	-	25,485	8,560	16,905	-
5530	Communications	6,828	-	6,828	280	5,920	628
5540	Advertising	200	-	200	-	-	200
5561	In State Tuition	208,553	-	208,553	14,193	68,400	125,961
55611	Excess Cost Reimbursement	(48,000)	-	(48,000)	-	-	(48,000)
5580	Travel & Conferences	9,500	-	9,500	2,111	-	7,389
5598	Supervision District Other Purchased Services	268,561	-	268,561	89,520	179,041	-
	TOTAL OTHER PURCHASED SERVICES	580,464	-	580,464	114,884	272,763	193,017
OBJECT 600 - SUPPLIES:							
5610	General Supplies						
	Computer Education	7,000	-	7,000	66	66	6,867
	Health	1,400	-	1,400	-	-	1,400
	Office Supplies	10,000	-	10,000	519	206	9,275
	TOTAL GENERAL SUPPLIES	18,400	-	18,400	585		17,542
5611	Instructional Supplies						
	Art	5,400	-	5,400	2,956	2,435	9
	Language Arts	7,092	-	7,092	4,940	443	1,710
	Foreign Language (FLES)	480	-	480	-	-	480
	Kindergarten	1,172	-	1,172	728	444	444
	Mathematics	4,606	-	4,606	2,254	277	2,075
	Music	1,116	-	1,116	1,084	-	32
	Physical Education	500	-	500	-	206	294
	Reading	2,157	-	2,157	2,081	-	76
	Science	4,000	-	4,000	435	-	3,565
	Social Studies	3,000	-	3,000	-	-	3,000
	Testing	2,955	-	2,955	-	-	2,955
	Enrichment Projects	3,688	-	3,688	-	-	3,688
	Special Education	1,731	-	1,731	566	-	1,165
	Library	492	-	492	487	-	5
	Audio Visual	7,113	-	7,113	2,592	1,050	3,470
	TOTAL INSTRUCTIONAL SUPPLIES	45,502	-	45,502	18,123	4,411	22,969
5613	Operations Maintenance Supplies	19,000	-	19,000	2,722	15,778	500
5624	Heating Fuel Natural Gas	34,000	-	34,000	934	33,066	-
5626	Gasoline	50	-	50	-	-	50
5629	General Instructional Supplies	19,594	-	19,594	4,866	14,134	594

Essex Board of Education
FY 2020-2021 Year-to-Date Report as of September 16, 2020

Object	Description	2020-2021 Original Budget	2020-2021 Transfers	2020-2021 Revised Budget	2020-2021 Actual Expense YTD	2020-2021 Encumbrances	2020-2021 Available Balance
5641	Instructional Materials						
	Language Arts	1,554	-	1,554	-	182	1,373
	Foreign Language (FLES)	328	-	328	-	-	328
	Kindergarten	957	-	957	630	-	327
	Mathematics	6,100	-	6,100	1,225	4,820	55
	Music	3,031	-	3,031	1,125	1,779	127
	Reading	11,300	-	11,300	10,768	378	154
	Science	4,000	-	4,000	-	-	4,000
	Social Studies	500	-	500	-	-	500
	Computer Education Software	7,253	-	7,253	-	-	7,253
	Study Skills Program	1,678	-	1,678	-	-	1,678
	Enrichment Projects	1,750	-	1,750	320	-	1,430
	Special Education	5,300	-	5,300	1,063	790	3,447
	Guidance	920	-	920	-	-	920
	Library	6,640	-	6,640	2,761	3,878	1
	TOTAL INSTRUCTIONAL MATERIALS	51,311	-	51,311	17,891	11,827	21,593
5698	Supervision District Supplies	28,561	-	28,561	9,520	19,041	-
	TOTAL SUPPLIES	216,418	-	216,418	54,642	98,528	63,248
	OBJECT 700 - PROPERTY:						
5730	Equipment	3,170	-	3,170	-	-	3,170
	TOTAL PROPERTY	3,170	-	3,170	-	-	3,170
	OBJECT 800 - OTHER OBJECTS:						
5810	Dues & Fees						
	Board of Education	3,000	-	3,000	2,777	-	223
	School Dues & Fees	589	-	589	500	100	89
	TOTAL DUES & FEES	3,689	-	3,689	3,277	-	312
5898	Supervision District Dues & Fees	1,525	-	1,525	508	1,017	-
	TOTAL OTHER OBJECTS	5,214	-	5,214	3,785	1,117	312
	TOTAL	7,708,433	-	7,708,433	1,556,977	4,983,577	1,167,879

Encl #10

Medical Reserve Tracking 2020-2021

Revenue	7,994,576
Expenses	1,312,951
Net Position	6,681,626

CGS 10-183 (T) requires that retired/certified employees be given the opportunity to purchase the Health insurance of the last employing BOE at the group rate.

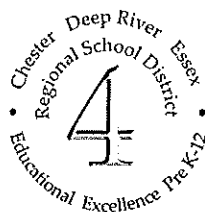
This document is a working projection of medical revenue and expenses as a tool for projecting the District's fiscal position.

REGIONAL SCHOOL DISTRICT NO. 4

CHESTER • DEEP RIVER • ESSEX

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

Sarah Smalley
Director of Pupil Services
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Kristina Martineau, Ed.D.
Assistant Superintendent of Schools
kmartineau@reg4.k12.ct.us

Kelly Sterner
Finance Director
ksterner@reg4.k12.ct.us

July 17, 2020

To: Brian White, Superintendent of Schools

From: Kelly Sterner, Finance Director

RE: Essex BOE Unemployment Claims

As a little background, Municipalities and Boards of Education can elect one of two methods for paying their unemployment to the State. One method is to pay quarterly a set percent of payroll. The percent is established by the State based in part by experience. The second method is to elect not to pay the quarterly fee, but to reimburse the State dollar-for-dollar for all claims incurred. Essex Board of Education operates under the latter method.

With COVID causing so many shutdowns and layoffs, the State of Connecticut has received a tremendous number of unemployment claims. This has caused a significant delay in producing the charge back invoices to the schools. Essex BOE has just recently received their unemployment claims invoice for March/April/May. Included with this memo is a breakdown of the billing statement. Using our third-party administrator, we are contesting those charges for paras who were paid their full salary during the period. We are obligated to pay the full invoice and will be reimbursed if the State accepts our application to deny the claim.

The 2019-2020 Essex BOE budget has sufficient budgeted amounts available and we do not anticipate the need for a transfer.

Note that should the State not agree with our protest of the charges, we still may be eligible for a 50% reimbursement via the CARES Act. I have included information received on that program. How long before we see any of the reimbursement remains to be seen.

Essex Board of Education

Unemployment Compensation

Billing Statement as of 06/19/2020

Invoice Total: \$ 979.00

		# of EE
CONTESTED CHARGES (Paras who were paid their full salary)	\$ 916.00	1
Former Employees for whom we figure on their wage history	\$ 18.00	1
Substitute Teachers	\$ 44.00	3
Substitute Cafeteria Workers	<u>\$ 1.00</u>	<u>1</u>
	\$ 979.00	- <u>6</u>

Coronavirus Aid, Relief, and Economic Support (CARES) Act

✓ 50% Reimbursements for those employers who make payments in lieu of contributions (reimbursing employers)

Who is a reimbursing employer?

Reimbursing employers include state, municipalities, federally recognized Indian Tribes and 501 (c) (3) non-profit organizations. In order to be eligible to receive this payment, the organization must have elected to reimburse the state for UI benefits paid to former employees, rather than electing to pay UI taxes on a quarterly basis.

What is the 50% reimbursement provision for reimbursing employers?

Section 2103 of the CARES Act provides for a federal reimbursement of up to a 50% of certain unemployment insurance (UI) benefits paid to former employees of the state, municipalities, federally recognized Indian Tribes and 501 (c) (3) non-profit organizations. The UI benefits paid must be for weeks of unemployment beginning March 17, 2020, through December 26, 2020.

Is every reimbursing employer eligible for the 50% reimbursement?

Every reimbursing employer who is current in its UI tax obligations, will be eligible. All charges must be paid in full, including any applicable interest and penalties.

Can a reimbursing employer simply pay half of its monthly bill?

No. The federal law requires the employer to pay 100% of its bill and then it will be reimbursed 50%.

How will the reimbursing employer receive the 50% reimbursement?

The Connecticut Department of Labor (CTDOL), using funds provided by the federal government, will issue a check monthly for 50% of the applicable weekly UI benefits paid. For example, CTDOL bills reimbursing employers monthly for their share of UI benefits paid to their former employees. If a reimbursing employer pays their monthly bill in full and has no outstanding UI tax delinquency, CTDOL will issue a check the following month for 50% of the applicable weeks of unemployment listed on that prior month's bill.

Please note that despite the availability of possible reimbursements, the continued focus on integrity remains as a critical component of the UI program. As such, CTDOL urges employers to review all correspondence as it relates to the payment of UI benefits to ensure that only those individuals who are eligible to receive benefits actually collect those benefits.

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Brian J. White
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Kristina Martineau, Ed.D.
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Kelly Sterner
Finance Director
ksterner@reg4.k12.ct.us

September 17, 2020

To: Brian White, Superintendent of Schools

From: Kelly Sterner, Finance Director

RE: Essex School District ESSER and CRF Allocations

Below is an update for the Essex School District of potential funding sources for costs incurred related to COVID-19. I have included a brief description of each. Further updates will be provided as we progress through the year.

ESSER Funds

Elementary and Secondary School Emergency Relief

Federal funds allotted through the CARES Act. Grants awarded for the purpose of providing local educational agencies with relief funds to address the impact of COVID-19 on elementary and secondary schools. Budgeted and administered through Essex grant fund #3210.

Essex School District Allocation: \$14,016

CRF

Coronavirus Relief Funds

Administered by the State Department of Education on behalf of the Office of Policy and Management. CRF may only be used to cover costs that:

- Are necessary expenditures incurred due to COVID-19
- Expenditures were not accounted for in the budget most recently approved
- Were incurred during the period that begins on March 1, 2020 and ends December 30, 2020

Essex School Districts Allocations:

Personnel Related-Cleaning/PPE/Health/Safety	\$868
Non-Personnel Related-Cleaning/PPE/Health/Safety	\$117,245
Non-Personnel Related-Transportation	\$50,456
Total	\$168,569

Encl #13

Essex Board of Education
FY 2020-2021

Transfer Request 9/21/2020 Temp Custodial Hire - Additional Cleaning due to COVID

FROM							
Account #	Object	Description	Amount	Account #	Object	Description	Amount
311231	5113	Teacher Salaries	\$ 11,200	326001	5115	Custodial Salaries	\$11,200

To provide funding for hire of temp full-time (40 hrs/week) through December 22, 2020. Requested based on necessary additional cleaning duties related to COVID