



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

ESSEX BOARD OF EDUCATION

AGENDA

To: Members of the Essex Board of Education
Subject: **Essex Board of Education meeting - Thursday, November 10, 2022**
Time: Board meetings begin promptly at 7:00 p.m.
Place: Essex Elementary School Media Center

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. – B. White**
- 2. Verbal roll call for BOE members**
- 3. 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

Chair shall name 2 Supervision District Committee reps in addition to the newly elected Chair
for 1 yr. terms

- 4. 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.

4.1. Minutes from the regular meeting of September 08, 2022 (*encl #1*)

4.2. Accounts Payable Report (*encl #2*)

- 5. 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

- 6. Reports and Other Items:**

6.1. Superintendent's Report – B. White

- a. District update
- b. Information and communication

6.2. Assistant Superintendent's Report – S. Brzozowy

- a. General update

6.3. Finance Office Report – R. Grissom

a. Financial Status Updates

- o Current Year to Date Financial Status Update (*encl #3*)
- o Cafeteria Fund Update (*encl #4*)
- o Medical Reserve Tracking (*encl #5*)
- o Grants update (*as needed*)
- o ADM Calculation Methodology (*encl #6*)

6.4 Principal’s Report (*as needed*) – no report this evening

Jennifer Tousignant – EES

6.5 Other Items (*as needed*)

- a. Student Achievement Data – *S. Brzozowy, J. Tousignant*
- b. Enrollment Projections and Section Analysis – *S. Brzozowy; J. Tousignant*
- c. Presentation of Proposed Strategic Priorities - *B. White*
- d. Presentation of 2020-21 Performance Profile Reports for EES – *S. Brzozowy*
- e. Possible VOTE to accept donation of Lenovo Laptop & Vmix HD license valued at approx. \$1700 from Lon Seidman – *J. Tousignant*
- f. Possible VOTE to accept donation of no more than \$55,800 from The Essex Foundation to be used at the discretion of Administration – *J. Tousignant*
- g. Presentation regarding pickle ball courts on EES property - *Essex Parks and Rec Director*

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

- a. Joint PK-12 Committees – Policy – *L. Seidman*; Curriculum – *N. Johnston*; Finance – *R. Daniels*

Curriculum	Finance	Policy
Oct. 19 th , 2022 @ Noon	Oct. 19 th , 2022 @ Noon	Oct. 20 th , 2022 @ Noon
Dec. 14 th , 2022 @ Noon	Dec. 14 th , 2022 @ Noon	Dec. 15 th , 2022 @ Noon
Feb. 15 th , 2023 @ Noon	Feb. 15 th , 2023 @ Noon	Feb. 16 th , 2023 @ Noon
Apr. 19 th , 2023 @ Noon	Apr. 19 th , 2023 @ Noon	Apr. 20 th , 2023 @ Noon

- b. Supervision District Committee update – *L. Seidman*
- c. Other committee reports
 - c.1 LEARN Committee update – *TBD*
 - c.2 Discussion regarding any pending policies for all BOEs – *standing item*

None to discuss this evening

7. 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

8. Future agenda items

- 8.1. Joint BOE meeting December 01, 2022 @ 7:00 p.m.
- 8.2. Essex BOE next regular meeting January 12, 2023 @ 7:00 p.m.
- 8.3. Joint BOE Retreat – Saturday, January 21, 2023 from 9:00 a.m. – Noon @ JWMS Library

9. Adjournment



Regional School District 4
Chester – Deep River – Essex – Region 4
Boards of Education Committees – School Year 2022-23 (Updates in Progress)

Joint BOE Standing Committees (standing committees have regularly scheduled meetings)			
*Joint PK-12 Policy Sub-Committee	R4(Sandmann/TBD) CH(Taigen/Scherber) DR(Maikowski/Scholfield) ES (Seidman/TBD)		
*Joint PK-12 Curriculum Sub-Comm.	R4(Cavanaugh/Silva) CH(Bernardoni/Johnson) DR(Grunko/Rioux) ES (Johnston/Sweet)		
*Joint PK-12 Finance Sub-Committee	R4 (Clark/Daniels/Fearon) CH (Rice/TBD) DR (Hallden/TBD) ES (Seidman/Watson)		
Supervision District Committee (2 yr terms end in Nov. of the year listed after each name)	R4 (Sandmann 23 / Cavanaugh 23 / Stack 23) CH (Fitzgibbons 23 / Bernardoni 23 / Greenberg-Ellis 23) DR (Morrissey 23 / Ferretti 23 / Maikowski 23) ES (Seidman 23 / Pillion 23 / Johnston 23)		
Joint Ad Hoc Committees (ad hoc committees meet for a designated period or as needed)			
Personnel & Negotiations		<u>Contract duration</u>	<u>Initiate negotiations</u>
- Joint BOE Teacher negotiations	R4 (Daniels/Sandmann) CH (Taigen) DR (Morrissey) ES (Watson/Pillion)	Expires 7/2025	6/2024
- Joint BOE Administrator negotiations	Same as ABOVE for Teacher negotiations	Expires 7/2023	9/2022
- Joint BOE Paraeducator negotiations	Same as BELOW for Net Tech et al.	Expires 7/2023	3/2023
- Joint BOE NetTechs et al negotiations (ElemSec/Elem Nurses/ElemNetTech/R4NetTech/ElemCustodians)	R4 (Daniels/Sandmann) CH (Fitzgibbons) DR (Maikowski/Ferretti) ES (Watson/Pillion)	Expires 7/2023	3/2023
- Cafeteria (all schools)		Expires 7/2022	4/2022
Technology	R4(Seidman), CH(TBD), ES (Seidman), DR (TBD)		
School Calendar	R4(Sandmann/Daniels), CH (TBD), ES (TBD), DR (Morrissey)		
LEARN Joint BOE representative(s)	R4(Cavanaugh), CH(Bernardoni), ES(TBD), DR(TBD)		
School Safety Committee	R4(Cavanaugh, Daniels), CH(Greenberg-Ellis), DR(TBD), ES(TBD)		
Tuition Committee	R4(Cavanaugh/Sandmann/Daniels), CH (TBD), DR (Morrissey), ES (Seidman Alt.)		
RFP Review	R4(Cavanaugh/Daniels), CH (Scherber), DR (Morrissey), ES (Seidman/Johnston)		
Individual BOE Ad Hoc Committees (ad hoc committees meet for a designated period or as needed)			
<u>Chester BOE</u>			
CATV Advisory Council (Cable TV)	For Discussion		
<u>Deep River BOE</u>			
Facilities	Morrissey/Ferretti		
CATV Advisory Council (Cable TV)	TBD		
<u>Essex BOE</u>			
Building	Seidman		
Essex Foundation	TBD		
CATV Advisory Council (Cable TV)	TBD		
<u>Region 4 BOE</u>			
Personnel & Negotiations		<u>Contract duration</u>	<u>Initiate negotiations</u>
▪ R4 Secretaries/Nurses	Daniels/Sandmann	Expires 7/2022	4/2022
▪ R4 Custodians	Daniels/Sandmann	Expires 7/2024	3/2024
R4 Grounds and Buildings Maintenance & Oversight Committee	Stack/Seidman/Strauss (alt. Sandmann)		
JWMS Security Project Building Committee	Daniels/ Cavanaugh/ Sandmann / Stack		
R4 Educational Foundation	TBD		
Region 4 Extra compensation points committee	Clark/Daniels/Sandmann (only 1 rep needed)		

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.

Lon Seidman, Chair 2027

Cassandra Sweet 2025

Marjorie Russell
(appt. to fill vacancy until Nov. '23 for term ending 2023)

Justin Pillion 2027

Mark Watson, Vice Chair
(appt. to fill vacancy until Nov. '23 for term ending 2025)

Nancy Johnston
(appt. to fill vacancy until Nov. '23 for term ending 2023)

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

Sarah Brzozowy, Ed.D., Assistant Superintendent

Jennifer Tousignant, Principal

Bob Grissom, Finance Director

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.

**ESSEX ELEMENTARY SCHOOL
BOARD OF EDUCATION REGULAR MEETING
EES MEDIA CENTER
THURSDAY, SEPTEMBER 8, 2022 7:00pm**

F.O.I. Compliance – Subject to BOE approval at a future meeting

CALL TO ORDER

Mr. Seidman called the meeting to order at 7:00pm.

Attendance: Essex BOE

Lon Seidman

Justin Pillion(7:04pm Arrival)

Mark Watson(via Phone)

Cassandra Sweet

Nancy Johnston

Administration:

Brian White

Bob Grissom

Sarah Brzozowy

Jennifer Tousignant

CONSENT AGENDA

Upon a motion duly made by Nancy Johnston seconded by Cassandra Sweet on the Essex Board of Education unanimously **VOTED** to approve the minutes from the regular meeting on May 12, 2022 and the Accounts Payable report as written.

PUBLIC COMMENT

No Comment

REPORTS and OTHER ITEMS

Superintendent's Report

District Update

The opening of school went smoothly. Convocation was held in person. The STEM lab is open. Cameras have been installed on the buses. First Student has been very supportive of this. The drivers are concerned about student safety. Reported cases of COVID will be tracked by a data tracker and will be available on the website. A Board of Education retreat is scheduled for September 24, 2022 at 9:00am at the John Winthrop Library to discuss strategic planning goals.

Information and Communication

Five contracts will be negotiated this year. Cafeteria workers, Region 4 secretary and nurses and the certified employees will be negotiated this fall. A three year contract is expected. Para-educators and network techs will be negotiated in the Spring.

Mr. White gave an update on security. A firm will be secured to do a security audit. Practices will also be reviewed so there is consistency in all five buildings. Safety drills have occurred in all schools. A technology audit will occur later in the year. Free school lunch will be extended until November. Work in our district has been done regarding equity. Tri-town and the district will work together on this.

Assistant Superintendent's Report S. Brzozowy

General Update

It was great to see staff and the kids coming back to school. It has been a great start to the year.

Financial Status Updates

Current Year to Date Financial Status Update

Mr. Grissom gave an update on the financial status. The FY21-22 status update was discussed. Last year financials are closed. There was a small surplus of approximately \$87,000. The audit is being completed. There was an encumbrance for DRA expenses. Current year reporting is prepared through the end of August. A new procedure of encumbering funds earlier in the year will be done to give a better picture of trends. There is no concern at this time of meeting the financial needs of the district.

Cafeteria Fund Update

FY21-22 revenues were from federal monies received from the Seamless Summer option. This was extended through part of the summer. The State of CT is allocating money to fund this option until November to allow families to apply for free and reduced lunch. Essex is receiving \$48,509 from the State. November 15th is the target date when this program will end.

Medical Reserve Tracking

Net favorable results have been realized last year. The reserve is funded adequately.

Grants

ESSER III funds were used for a math interventionist and a social worker. Both positions are part time. Funding will also be provided for a certified substitute teacher during the winter months.

RFP's were completed for the Safety Security audit, asset management and technology services. This will continue to be reviewed.

Principal's Update

Ms. Tousignant gave a brief report. The opening of school went smoothly. Positive energy for both staff and students was seen. New staff has done a terrific job.

Other Items

Presentation on Building Study Outcomes – Representatives from Drummey Rosane Anderson (DRA)

Greg Smolley and Jim Barrett from DRA presented the facility needs for the Essex Elementary school. Mr. Smolley discussed the short term and long term facility needs. Mr. White gave a brief update. He discussed the process of getting info to the three communities regarding building needs. The finalized report will be shared with each of the towns. (see attached)

Committee Reports

Finance

Next Meeting October 19, 2022

Curriculum

Next Meeting October 19, 2022 (revised date)

Policy

Next Meeting October 20, 2022

Supervision District:

Meeting held at the next Joint Board of Education meeting.

Other Committee Reports

LEARN Committee Report

No report at this time.

Discussion regarding Pending Policies

No Policies to discuss

PUBLIC COMMENT

No Comment

Executive Session-Interview- Candidate to Fill Board Vacancy for a Term to Last Until November 2023

No Executive Session needed.

ACTION ITEM

Possible VOTE to Appoint a Candidate to fill a Board Vacancy for a Term to Last Until November 2023 at which time the position goes on the Ballot for a Full 6 Year Term

Upon a motion made by Mark Watson and seconded by Nancy Johnston the Essex Elementary Board of Education unanimously **VOTED** to appoint Marjorie Russell to the Essex Elementary Board of Education to fill a Board vacancy for a term to last until November 2023 at which time the position goes on the ballot for a full 6 year term.

FUTURE AGENDA ITEMS

9.1 Joint BOE Meeting October 6, 2022 @ 7:00pm

9.2 Essex BOE Meeting next Regular is November 10, 2022 @ 7:00pm

ADJOURNMENT

On motion duly made and seconded the Board unanimously **VOTED** to adjourn at 8:35pm.

Respectfully Submitted,

Kelley Frazier, Secretary

Budget 2022-23

ck date 10/26/22



10/25/2022 10:04
9781dpea

REGIONAL SCHOOL DIST # 4
AP CHECK RECONCILIATION REGISTER

JP 1
apchkrccn

FOR CASH ACCOUNT: 3000 1040

FOR: Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
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70629	10/26/2022	PRINTED	002836 AMAZON/SYNCH	593.24			
70630	10/26/2022	PRINTED	002490 ARAMARK	79.92			
70631	10/26/2022	PRINTED	005835 CITIZENS BANK - HEALTH B	88,067.33			
70632	10/26/2022	PRINTED	008556 COLLINS, ASHLEY	7.96			
70633	10/26/2022	PRINTED	002849 CURTIN MOTOR LIVERY, INC.	5,781.00			
70634	10/26/2022	PRINTED	006877 DOGHOUSE PIANOS	195.00			
70635	10/26/2022	PRINTED	006719 EVERSOURCE	1,807.58			
70636	10/26/2022	PRINTED	002550 GIROUX LANDSCAPING, LLC	3,125.00			
70637	10/26/2022	PRINTED	008512 GLOBAL TECH SYSTEMS, LLC	933.48			
70638	10/26/2022	PRINTED	004102 TANG MATH LLC	39.99			
70639	10/26/2022	PRINTED	008667 JOURNEYWORKS PUBLISHING,	91.00			
70640	10/26/2022	PRINTED	006072 KIDS DISCOVER	192.00			
70641	10/26/2022	PRINTED	005959 LEAF	1,027.98			
70642	10/26/2022	PRINTED	002329 LEARN	20,179.60			
70643	10/26/2022	PRINTED	007834 NEW ENGLAND LAWN AND TICK	1,674.00			
70644	10/26/2022	PRINTED	004613 BROOKE PARAKILAS	83.95			
70645	10/26/2022	PRINTED	007719 SVELLIVES.COM	87.90			
70646	10/26/2022	PRINTED	006624 SOUTHERN CONNECTICUT GAS	1,228.47			
70647	10/26/2022	PRINTED	002964 SUBURBAN STATIONERS	72.60			
70648	10/26/2022	PRINTED	007866 TEACHERS PAY TEACHERS	111.15			
70649	10/26/2022	PRINTED	006259 JENNIFER TOUSIGNANT - PET	1.40			
70650	10/26/2022	PRINTED	002436 TREASURER REGIONAL SCHOOL	225.19			
70651	10/26/2022	PRINTED	002436 TREASURER REGIONAL SCHOOL	6,244.49			
70652	10/26/2022	PRINTED	002518 TREASURER SUPERVISION DIS	87.22			
70653	10/26/2022	PRINTED	002518 TREASURER SUPERVISION DIS	198,651.25			
70654	10/26/2022	PRINTED	002297 W.B.MASON	2,078.49			
70655	10/26/2022	PRINTED	002792 WILSON LANGUAGE TRAINING	1,769.04			

27 CHECKS CASH ACCOUNT TOTAL

334,436.23 .00

Budget 2022-23

date 10/12/22



1
| P
| apchkrccn

10/12/2022 09:12 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
70597	10/12/2022	PRINTED	003061 A-DEC COMMUNICATIONS, LLC	189.00			
70598	10/12/2022	PRINTED	005794 ADAMS HOMETOWN MARKETS	7.47			
70599	10/12/2022	PRINTED	008516 ADAPT AND LEARN, LLC	2,250.00			
70600	10/12/2022	PRINTED	002539 ALL WASTE, INC.	961.18			
70601	10/12/2022	PRINTED	002836 AMAZON/SYNCR	1,561.40			
70602	10/12/2022	PRINTED	002836 AMAZON/SYNCR	386.13			
70603	10/12/2022	PRINTED	002490 ARAMARK	201.68			
70604	10/12/2022	PRINTED	002118 BUREAU OF EDUCATION & RES	279.00			
70605	10/12/2022	PRINTED	003300 CARL L. CHUDY	270.00			
70606	10/12/2022	PRINTED	008656 COLLINS, ASHLEY	48.00			
70607	10/12/2022	PRINTED	002155 CONNECTICUT WATER CO	906.22			
70608	10/12/2022	PRINTED	006771 CT SOLAR LEASE 2, LLC	2,685.25			
70609	10/12/2022	PRINTED	002477 CT DEPT OF ADMINISTRATIVE	320.00			
70610	10/12/2022	PRINTED	008513 DRUMMEY ROSANE ANDERSON,	5,100.00			
70611	10/12/2022	PRINTED	002197 ESSEX HARDWARE CO	6.76			
70612	10/12/2022	PRINTED	006719 EVERSOURCE	44.86			
70613	10/12/2022	PRINTED	002332 FIRST STUDENTS INC	111.66			
70614	10/12/2022	PRINTED	006678 FRONTIER	297.16			
70615	10/12/2022	PRINTED	002506 GRAINGER	241.06			
70616	10/12/2022	PRINTED	002329 LEARN	40,359.20			
70617	10/12/2022	PRINTED	007874 MICHAEL LUSTICK, M.D.	2,660.00			
70618	10/12/2022	PRINTED	005713 NEW ENGLAND INDUSTRIAL SU	55.00			
70619	10/12/2022	PRINTED	008517 PRISM ACADEMY, LLC	12,430.53			
70620	10/12/2022	PRINTED	006292 SCHOLASTIC INC	112.04			
70621	10/12/2022	PRINTED	002266 SCHOOL NURSE SUPPLY, INC.	228.35			
70622	10/12/2022	PRINTED	005508 SCHOOL SPECIALTY LLC	55.43			
70623	10/12/2022	PRINTED	008518 SPEAKOLOGY, LLC	8,475.00			
70624	10/12/2022	PRINTED	002432 STAFLES ADVANTAGE	191.13			
70625	10/12/2022	PRINTED	005776 THERMOMEDICS, LLC	7,804.00			
70626	10/12/2022	PRINTED	002297 W.B.MASON	799.13			
70627	10/12/2022	PRINTED	002587 WALTHAM SERVICES, INC	111.00			
70628	10/12/2022	PRINTED	006019 ZORO TOOLS ACCOUNTS RECEI	241.49			

32 CHECKS CASH ACCOUNT TOTAL

89,389.13

.00

Budget 2022-23

Re date 9/27/22



1P
lapchkrccn

09/27/2022 12:07 REGIONAL SCHOOL DIST # 4
9781dpea AP CHECK RECONCILIATION REGISTER

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

1040

FOR: Uncleared

CLEARED BATCH CLEAR DATE

UNCLEARED

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70573	09/27/2022	PRINTED	002836 AMAZON/SYNCR	562.79
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70575	09/27/2022	PRINTED	002357 CIRMA	13,468.92
70576	09/27/2022	PRINTED	005835 CITIZENS BANK - HEALTH B	88,067.33
70577	09/27/2022	PRINTED	002155 CONNECTICUT WATER CO	1,101.17
70578	09/27/2022	PRINTED	004616 CT. SPEECH AND HEARING AS	1,120.00
70579	09/27/2022	PRINTED	002197 ESSEX HARDWARE CO	39.05
70580	09/27/2022	PRINTED	002323 ESSEX PRINTING	4,251.71
70581	09/27/2022	PRINTED	006719 EVERSOURCE	1,016.20
70582	09/27/2022	PRINTED	007520 EVERYDAY SPEECH LLC	399.99
70583	09/27/2022	PRINTED	005959 LEAF	1,926.15
70584	09/27/2022	PRINTED	005824 LINK INTERACTIVE LLC	300.00
70585	09/27/2022	PRINTED	007303 LIPIN DIETZ, ASSOCIATES,	75.00
70586	09/27/2022	PRINTED	008617 MARCY COOK MATH	719.00
70587	09/27/2022	PRINTED	002373 MATHCOUNTS	360.00
70588	09/27/2022	PRINTED	003864 NCS PEARSON, INC.	307.40
70589	09/27/2022	PRINTED	007260 SCHALLER ASSOC. INC./DBA	949.00
70590	09/27/2022	PRINTED	005508 SCHOOL SPECIALTY LLC	529.42
70591	09/27/2022	PRINTED	006624 SOUTHERN CONNECTICUT GAS	1,219.06
70592	09/27/2022	PRINTED	006259 JENNIFER TOUSIGNANT - PET	2.04
70593	09/27/2022	PRINTED	002518 TREASURER SUPERVISION DIS	87.22
70594	09/27/2022	PRINTED	002518 TREASURER SUPERVISION DIS	198,651.25
70595	09/27/2022	PRINTED	002297 W.B.MASON	1,524.62
70596	09/27/2022	PRINTED	006019 ZORO TOOLS ACCOUNTS RECEI	271.20

24 CHECKS CASH ACCOUNT TOTAL

316,648.52 .00

Budget 2022-23

create 9/14/22



IP 1
|apchkrcc

09/13/2022 11:04 REGIONAL SCHOOL DIST # 4
9781dpea |AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 3000 1040

FOR: Uncleared

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70546	09/14/2022	PRINTED	ADAPT AND LEARN, LLC	1,462.50			
70547	09/14/2022	PRINTED	ALL WASTE, INC.	1,596.18			
70548	09/14/2022	PRINTED	AMAZON/SYNCE	990.39			
70549	09/14/2022	PRINTED	AMERICAN INDUSTRIAL TECHN	305.00			
70550	09/14/2022	PRINTED	AUTOMATED BUILDING SYSTEM	360.00			
70551	09/14/2022	PRINTED	CT SOLAR LEASE 2, LLC	3,438.28			
70552	09/14/2022	PRINTED	CURTIN MOTOR LIVERY, INC.	3,297.00			
70553	09/14/2022	PRINTED	ESSEX HARDWARE CO	18.99			
70554	09/14/2022	PRINTED	EVERSOURCE	43.47			
70555	09/14/2022	PRINTED	FLYLEAF PUBLISHING	1,364.42			
70556	09/14/2022	PRINTED	FRONTIER	294.64			
70557	09/14/2022	PRINTED	GIROUX LANDSCAPING, LLC	1,950.00			
70558	09/14/2022	PRINTED	GRAINGER	33.00			
70559	09/14/2022	PRINTED	HEINEMANN PUBLISHING	49.00			
70560	09/14/2022	PRINTED	LAKESHORE LEARNING	154.03			
70561	09/14/2022	PRINTED	LEARNING WITHOUT TEARS	156.42			
70562	09/14/2022	PRINTED	FITNEY BOWES GLOBAL FIN S	153.42			
70563	09/14/2022	PRINTED	PRISM ACADEMY, LLC	10,654.74			
70564	09/14/2022	PRINTED	RAPTOR TECHNOLOGIES, LLC	625.00			
70565	09/14/2022	PRINTED	SALT SOFTWARE, LLC	218.65			
70566	09/14/2022	PRINTED	SCHOOL SPECIALTY LLC	46.80			
70567	09/14/2022	PRINTED	SPEAKOLOGY, LLC	3,525.00			
70568	09/14/2022	PRINTED	TCI - ORDER DEPARTMENT	1,340.85			
70569	09/14/2022	PRINTED	TREASURER REGIONAL SCHOOL	516.50			
70570	09/14/2022	PRINTED	W.B.MASON	1,140.51			
70571	09/14/2022	PRINTED	WALTHAM SERVICES, INC	111.00			
70572	09/14/2022	PRINTED	WILCOX TREE EXPERTS LLC	6,100.00			
28 CHECKS CASH ACCOUNT TOTAL				41,884.79			
							.00

Essex Board of Education
FY 2022-2023 Year-to-Date Report as of 10-31-2022

Object	Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
<u>OBJECT 100 - SALARIES:</u>							
TOTAL SALARIES		4,766,752	-	4,766,752	1,434,982	3,219,490	112,280
<u>OBJECT 200 - EMPLOYEE BENEFITS:</u>							
TOTAL EMPLOYEE BENEFITS		1,774,429	-	1,774,429	753,461	926,958	94,010
<u>OBJECT 300 - PURCHASED & TECHNICAL SERVICES:</u>							
TOTAL PURCHASED & TECHNICAL SERVICES		173,686	-	173,686	48,447	75,149	50,090
<u>OBJECT 400 - PURCHASED PROPERTY SERVICES:</u>							
TOTAL PURCHASED PROPERTY SERVICES		448,424	-	448,424	143,324	276,729	28,371
<u>OBJECT 500 - OTHER PURCHASED SERVICES:</u>							
TOTAL OTHER PURCHASED SERVICES		727,637	-	727,637	279,574	420,996	27,067
<u>OBJECT 600 - SUPPLIES:</u>							
TOTAL SUPPLIES		236,926	-	236,926	79,240	100,889	56,797
<u>OBJECT 700 - PROPERTY:</u>							
TOTAL PROPERTY		11,188	-	11,188	1,639	-	9,549
<u>OBJECT 800 - OTHER OBJECTS:</u>							
TOTAL OTHER OBJECTS		5,601	-	5,601	4,282	1,056	263
SUBTOTAL		<u>8,144,643</u>	<u>-</u>	<u>8,144,643</u>	<u>2,744,948</u>	<u>5,021,267</u>	<u>378,427</u>

Essex Board of Education
FY 2022-2023 Year-to-Date Report as of 10-31-2022

Object	Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
OBJECT 100 - SALARIES:							
5111	Administration	159,543	-	159,543	59,090	100,453	-
5113	Teachers' Salaries	1,954,144	-	1,954,144	471,133	1,570,768	(87,757)
5114	Secretary Salaries	153,239	-	153,239	44,680	110,034	(1,475)
5115	Custodial Salaries	267,205	-	267,205	76,155	145,282	45,768
5116	Nurse Salary	56,355	-	56,355	13,774	42,581	-
5118	Food Service Dir/Bookkeeper/Cafeteria Salaries	83,492	-	83,492	16,037	17,546	49,909
5119	Para Educators	436,555	-	436,555	82,443	312,245	41,867
5123	Substitute Teachers	54,000	-	54,000	7,218	-	46,782
5124	Substitute Secretary/Para-Educators	8,385	-	8,385	3,964	-	4,421
5125	Sub Custodians	5,241	-	5,241	2,160	-	3,081
5126	Summer Part Time Custodian Salary	12,577	-	12,577	10,536	-	2,041
5133	Coaches/Extra-Curricular	25,672	-	25,672	-	19,996	5,676
5134	Secretary OT	1,767	-	1,767	110	-	1,657
5135	Custodian OT	4,716	-	4,716	1,534	-	3,182
5138	Cafeteria OT	-	-	-	2,872	-	(2,872)
5198	Supervision District Salary	1,543,861	-	1,543,861	643,275	900,586	-
TOTAL SALARIES		4,766,752	-	4,766,752	1,434,982	3,219,490	112,280
OBJECT 200 - EMPLOYEE BENEFITS:							
5210	Health Insurance	1,056,808	-	1,056,808	440,337	616,471	-
5214	Life Insurance	3,938	-	3,938	918	76	2,944
5222	MERF	-	-	-	3,218	3,079	(6,297)
5223	FICA/Medicare	102,034	-	102,034	25,707	1,350	74,977
5250	Unemployment Compensation	22,500	-	22,500	-	22,500	-
5260	Worker's Compensation	31,797	-	31,797	13,047	18,750	-
5290	Other Employee Benefits	88,964	-	88,964	77,140	-	11,824
5291	Annuities	14,562	-	14,562	4,000	-	10,562
5298	Supervision District Fringe Benefits	453,826	-	453,826	189,094	264,732	-
TOTAL EMPLOYEE BENEFITS		1,774,429	-	1,774,429	753,461	926,958	94,010

Essex Board of Education
FY 2022-2023 Year-to-Date Report as of 10-31-2022

Object		Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
OBJECT 300 - PURCHASED & TECHNICAL SERVICES:								
5300		Building Study	-	-	-	-	-	-
5322		Professional Development Programs	24,000	-	24,000	-	-	24,000
5330		Other Professional Services						
	1109	Sound Equipment Services	850	-	850	-	-	850
	1215	Special Education	17,000	-	17,000	-	-	17,000
	2134	Health	900	-	900	-	-	900
	2135	Physical Therapy	11,643	-	11,643	-	11,643	-
	2139	Testing & Therapy	10,000	-	10,000	2,660	-	7,340
	2310	Other Services	33,440	-	33,440	14,182	19,258	-
		TOTAL OTHER PROF SERVICES	73,833	-	73,833	16,842	30,901	26,090
5398		Supervision District Purchased Svcs	75,853		75,853	31,605	44,248	-
TOTAL PURCHASED & TECHNICAL SERVICES			173,686	-	173,686	48,447	75,149	50,090
OBJECT 400 - PURCHASED PROPERTY SERVICES:								
5411		Water	9,200	-	9,200	2,007	7,193	-
5412		Electricity	70,000	-	70,000	13,164	56,836	-
5430		Repairs & Maintenance						
	1101	Art	300	-	300	-	300	-
	1109	Music	2,050	-	2,050	465	1,585	-
	1114	Computer Education	9,000	-	9,000	300	-	8,700
	1215	Special Education	3,550	-	3,550	-	-	3,550
	2134	Health	85	-	85	75	-	10
	2223	Audio/Visual	650	-	650	-	-	650
	2410	Contracts	850	-	850	775	-	75
	2600	Plant Operations Repairs	233,950	-	233,950	119,400	102,005	12,545
	3000	Cafeteria	2,500	-	2,500	-	-	2,500
		TOTAL REPAIRS & MAINTENANCE	252,935	-	252,935	121,015	103,890	28,030
5440		Leases	111,505	-	111,505	5,145	106,019	341
5498		Supervision District Purchased Property Services	4,784	-	4,784	1,993	2,791	-
TOTAL PURCHASED PROPERTY SERVICES			448,424	-	448,424	143,324	276,729	28,371

Essex Board of Education
FY 2022-2023 Year-to-Date Report as of 10-31-2022

Object		Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
OBJECT 500 - OTHER PURCHASED SERVICES:								
5511		Out-of-District Transportation	115,133	-	115,133	14,879	50,303	49,951
5515		Field Trips & School Events	4,964	-	4,964	112	3,852	1,000
5520		Comprehensive Insurance	30,213	-	30,213	13,892	16,321	-
5530		Communications	7,508	-	7,508	1,964	5,544	-
5540		Advertising	200	-	200	-	-	200
5561		Out-of-District Tuition	388,835	-	388,835	131,444	294,587	(37,195)
55611		Excess Cost Reimbursement	(112,000)	-	(112,000)	-	(112,000)	-
5580		Travel & Conferences	14,402	-	14,402	1,291	-	13,111
5598		Supervision District Other Purchased Services	278,382	-	278,382	115,993	162,390	-
TOTAL OTHER PURCHASED SERVICES			727,637	-	727,637	279,574	420,996	27,067
OBJECT 600 - SUPPLIES:								
5610		General Supplies						
	1114	Computer Education	8,000	-	8,000	1,021	-	6,979
	2134	Health	1,600	-	1,600	554	1,046	-
	2410	Office Supplies	10,000	-	10,000	5,724	3,610	666
		TOTAL INSTRUCTIONAL SUPPLIES	19,600	-	19,600	7,300	4,656	7,644
5611		Instructional Supplies						
	1101	Art	5,400	-	5,400	-	-	5,400
	1103	Language Arts	6,114	-	6,114	3,541	453	2,120
	1104	Foreign Language (FLES)	918	-	918	-	-	918
	1107	Kindergarten	1,196	-	1,196	1,144	-	52
	1108	Mathematics	6,232	-	6,232	4,980	1,026	226
	1109	Music	2,194	-	2,194	1,207	-	987
	1110	Physical Education	2,823	-	2,823	2,822	-	1
	1111	Reading	2,834	-	2,834	1,159	-	1,675
	1112	Science	2,726	-	2,726	1,114	-	1,612
	1113	Social Studies	1,354	-	1,354	1,246	-	108
	1190	Testing	3,005	-	3,005	980	820	1,206
	1209	Enrichment Projects	3,201	-	3,201	955	650	1,596
	1215	Special Education	2,233	-	2,233	1,058	283	892
	2222	Library	649	-	649	606	-	43
	2223	Audio Visual	7,538	-	7,538	2,278	3,152	2,108
		TOTAL INSTRUCTIONAL SUPPLIES	48,417	-	48,417	23,089	6,384	18,944

Essex Board of Education
FY 2022-2023 Year-to-Date Report as of 10-31-2022

Object		Description	2022-2023 Original Budget	2022-2023 Transfers	2022-2023 Revised Budget	2022-2023 Actual Expense YTD	2022-2023 Encumbrances	2022-2023 Available
5613		Operations Maintenance Supplies	20,000	-	20,000	5,840	13,661	500
5624		Heating Fuel Natural Gas	35,360	-	35,360	3,599	31,761	-
5626		Gasoline	50	-	50	-	-	50
5629		General Instructional Supplies	23,230	-	23,230	8,917	13,347	967
5641		Instructional Materials						
	1103	Language Arts	4,940	-	4,940	3,068	154	1,718
	1104	Foreign Language (FLES)	240	-	240	-	-	240
	1107	Kindergarten	1,073	-	1,073	646	-	427
	1108	Mathematics	8,991	-	8,991	8,215	-	776
	1109	Music	1,750	-	1,750	-	-	1,750
	1111	Reading	11,475	-	11,475	-	5,500	5,975
	1112	Science	2,600	-	2,600	1,546	-	1,054
	1113	Social Studies	385	-	385	-	-	385
	1114	Computer Education	20,448	-	20,448	2,629	5,768	12,051
	1116	Study Skill Program	949	-	949	-	-	949
	1209	Enrichment Projects	2,010	-	2,010	1,000	139	871
	1215	Special Education	2,765	-	2,765	1,279	250	1,236
	2120	Guidance	805	-	805	86	-	719
	2222	Library	6,540	-	6,540	1,486	4,514	540
		TOTAL INSTRUCTIONAL MATERIALS	64,971	-	64,971	19,955	16,324	28,692
5698		Supervision District Supplies	25,298	-	25,298	10,541	14,757	-
TOTAL SUPPLIES			236,926	-	236,926	79,240	100,889	56,797
OBJECT 700 - PROPERTY:								
5730		Equipment	11,188	-	11,188	1,639	-	9,549
5798		Supervision District Equipment	-	-	-	-	-	-
TOTAL PROPERTY			11,188	-	11,188	1,639	-	9,549
OBJECT 800 - OTHER OBJECTS:								
5810		Dues & Fees						
	2310	Board of Education	3,100	-	3,100	2,948	-	152
	2410	School Dues & Fees	690	-	690	579	-	111
		TOTAL DUES & FEES	3,790	-	3,790	3,527	-	263
5898		Supervision District Other Objects	1,811	-	1,811	755	1,056	-
TOTAL OTHER OBJECTS			5,601	-	5,601	4,282	1,056	263
SUBTOTAL			8,144,643	-	8,144,643	2,744,948	5,021,267	378,427

Medical Reserve Tracking
Chester, Deep River, Essex, Regional School
District No. 4, and the Supervision District
 As of: 10.26.2022

2022-2023

Monthly Revenue	July	August	September	October	November	December	January	February	March	April	May	June	Total
First Week	391,669	250,148	89,039	3,088									733,944
2nd Week	58,050	67,339	154,801	153,284									433,475
3rd Week	118,954	33,037	68,542	59,805									280,337
4th Week		90,522	119,859										210,382
5th week													-
H S A Payments	188,086	17,946	124,704	17,489									348,225
Medicare Supp.	7,654	7,527	7,527	3,700									26,408
Miscellaneous exp	4,092	8,816	504										13,412
Total Expenses	768,504	475,336	564,976	237,367	-	2,046,183							
Monthly Revenue	July	August	September	October	November	December	January	February	March	April	May	June	Total
Supv Dist.	101,470	101,470	101,470	101,470	101,470	101,470	101,470	101,470	101,470	101,470	101,470	101,470	1,217,645
Reg 4	238,405	238,405	238,405	238,405	238,405	238,405	238,405	238,405	238,405	238,405	238,405	238,405	2,860,860
Chest. BOE	57,389	57,389	57,389	57,389	57,389	57,389	57,389	57,389	57,389	57,389	57,389	57,386	688,664
Deep River BOE	54,392	54,392	54,392	54,392	54,392	54,392	54,392	54,392	54,392	54,392	54,392	54,395	652,708
Essex BOE	88,067	88,067	88,067	88,067	88,067	88,067	88,067	88,067	88,067	88,067	88,067	88,067	1,056,808
First Pay EE			50,940	58,873	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	629,813
Second Pay EE	12,771		59,355	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	657,125
TRB	19,289		28,639	(1,100)									46,829
Retirees	40,150	23,005	29,807	8,835									101,797
Other Rev.													-
Total Revenue	611,934	562,729	708,464	671,331	669,724	7,912,249							
Net Rev/Exp/Month	(156,569)	87,392	143,488	433,964	669,724	669,724	669,724	669,724	669,724	669,724	669,724	669,724	
Self Insured cash balance at month end	\$ 5,551,360	\$ 5,548,978	\$ 6,149,273										

Revenue (Full Year Projection)	7,912,249
Expenses (YTD)	2,046,183
Net Position	5,866,066

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

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

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



Sarah Brzozowy, Ed.D.
Assistant Superintendent of Schools
sbrzozowy@reg4.k12.ct.us

Robert Grissom
Finance Director
rgrissom@reg4.k12.ct.us

Date: October 13, 2022

To: Brian White, Superintendent of Schools

From: Robert Grissom, Finance Director

RE: Average Daily Membership (ADM) Methodology & Calculation

Att: Average Daily Membership for Budget Year 2023-2024 – Region 4
Average Daily Membership for Budget Year 2023-2024 – Supervision District

Average daily membership (ADM) reflects resident students of fiscal responsibility to a municipality. It is the allowed method for regional school districts to allocate budgets. Per the State of Connecticut, students attending the Connecticut Technical High School System or state charter schools are not included in ADM. The ADM allocation rates for a given budget year are based on the October 1 student enrollment counts of the prior year. For example, the ADM rates to be used in the budget development and allocation of expenses for fiscal year 2023-2024 are based on the October 1, 2022 student count.

Our methodology to calculate the ADM each year begins with PowerSchool student enrollment data. A report of student enrollment by school district as of October 1 must be submitted to the Connecticut State Department of Education (CSDE) annually during October via the Public School Information System (PSIS). This same data serves as the primary basis of the ADM calculation. The report to the state counts students by the school district attended. ADM rates are based on each student's town of residence, so the data obtained from PowerSchool must be analyzed to allocate students to their home town. A useful example of this is the Pre-Kindergarten program. As the program is housed at Essex Elementary, all students are reported to the state as part of Essex School District. However, for ADM purposes, Pre-K students are reallocated to be included in their actual town of residence. This methodology ensures the educational costs of each student are more accurately represented in the fiscal responsibility of each of the three towns.

There are other validations and adjustments to be made with the PowerSchool data before the calculation is considered FINAL.

- The Finance Office receives PowerSchool data from two different sources within the District and confirms the information is consistent; this step validates the accuracy of the starting data.
- PowerSchool data may or may not include Out of District (OOD) placements. OOD students are verified with data obtained from the Pupil Services Department and assigned to their town of residence.
- PowerSchool data does not include students attending Magnet schools, the Middletown VoAg High School, and Vinal Technical High School, at the expense of the districts. Working with each school, the Assistant Superintendent, and the Pupil Services Department, students attending Magnet schools and the Middletown VoAg High School are confirmed and added to the counts for their respective towns. Vinal Technical High School students are not included in accordance with

CT statute, and therefore the Finance Department ensures none of those students are listed in the ADM student counts.

- Non-resident students paying tuition to attend one of the schools within the districts are included in the PowerSchool student data as of October 1; these students must be removed from the enrollment data if they do not reside in one of the three towns, or allocated to the correct town if they do reside in one of the three towns.

Once final student count is confirmed by residency town, these figures are used to calculate the Region 4 3-way ADM allocation rate and the Supervision District 3-way and 4-way ADM allocation rates.

The ADM calculation and results are reviewed within Central Office by the Assistant Finance Director and Superintendent to ensure accuracy prior to their release to the towns each year.

**AVERAGE DAILY MEMBERSHIP
FOR BUDGET YEAR 2023-2024**

Based on October 1 2022 State Reporting

REGION 4

<u>JWMS</u>				
Grade	Chester	Deep River	Essex	Total
7th	25	44	44	113
8th	29	49	47	125
School Total*	54	93	91	238
Magnet	-	-	-	-
JWMS ADM TOTAL	54	93	91	238

<u>Valley</u>				
Grade	Chester	Deep River	Essex	Total
9th	23	34	52	109
10th	26	43	44	113
11th	30	56	56	142
12th	36	50	60	146
School Total*	115	183	212	510
Magnet	2	-	1	3
VoAg	-	2	-	2
VALLEY ADM TOTAL	117	185	213	515
R4 ADM GRAND TOTAL	171	278	304	753

<u>R4 ADM ALLOCATION</u>	<u>Chester</u>	<u>Deep River</u>	<u>Essex</u>	<u>Total</u>
2023-2024 R4 ADM	22.71%	36.92%	40.37%	100.00%
2022-2023 R4 ADM	23.30%	35.07%	41.63%	100.00%
Change over prior year	-0.59%	1.85%	-1.26%	

*School totals include OOD placements and Transition Academy, exclude non-resident tuition students and tech school students

**AVERAGE DAILY MEMBERSHIP
FOR BUDGET YEAR 2023-2024**

Based on October 1 2022 State Reporting

SUPERVISION DISTRICT

Grade*	<u>Chester</u>	<u>Deep River</u>	<u>Essex</u>	<u>Total</u>
Pre-K	10	8	14	32
Kindergarten	32	29	35	96
1st	34	31	33	98
2nd	27	26	35	88
3rd	37	29	40	106
4th	26	24	42	92
5th	36	22	39	97
6th	30	37	42	109
School Total*	232	206	280	718
PK - 6 ADM TOTAL	<u>232</u>	<u>206</u>	<u>280</u>	<u>718</u>

	<u>Chester</u>	<u>Deep River</u>	<u>Essex</u>	<u>Total</u>
Oct 1 2022 total count	232	206	280	718
2023-2024 Budget ADM 3-way	32.31%	28.69%	39.00%	100.00%
2022-2023 Budget ADM 3-way	30.63%	30.21%	39.16%	100.00%
Change over prior year	1.68%	-1.52%	-0.16%	

	<u>Chester</u>	<u>Deep River</u>	<u>Essex</u>	<u>R4</u>	<u>Total</u>
Oct 1 2022 total count	232	206	280	753	1,471
2023-2024 Budget ADM 4-way	15.77%	14.00%	19.03%	51.19%	100.00%
2022-2023 Budget ADM 3-way	14.23%	14.04%	18.19%	53.54%	100.00%
Change over prior year	1.54%	-0.04%	0.84%	-2.35%	

*Grade and school totals include OOD placements, exclude non-resident tuition students