



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

To: Members of the Chester, Deep River, Essex, and Region 4 Boards of Education  
Subject: **June 06, 2019 Joint Board Committee Meeting**  
Time: Joint Board Committee Meetings begin promptly at **7:00 p.m.**  
Place: John Winthrop Middle School Library

Please contact Jennifer Bryan at Central Office [jbryan@reg4.k12.ct.us](mailto:jbryan@reg4.k12.ct.us) if you are unable to attend.

Mission Statement

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

**AGENDA**

- 1. Call to order. 7:00 p.m.**
  - 1.1 The Appointed Chair of the Supervision District Committee acts as the Chair of the Joint Board of Education Committee meeting and calls the meeting to order. (The Vice-Chair of the Supervision District is the alternate in the absence of the Supervision District Chair).  
\* **Chair of Supervision District rotates each Dec. – Essex BOE Chair is now the Supv. Dist. Chair**
  - 1.2 The Chester, Deep River, Essex, and Region 4 Board of Education Chairs call their respective Boards to order and report a quorum (# of BOE members needed for a quorum)  
Chester (5 members), Deep River (5 members), Essex (4 members), Region 4 (5 members)
  - 1.3 Regarding Action Items: the Chair of the Joint Board of Education meeting follows parliamentary procedure on items requiring a vote of the Joint Board of Education. All discussion shall be held with the Joint Board. The Chair of the Joint Board shall call for and record a vote by the respective Boards of Education in alphabetical order. Items are approved only with an affirmative majority vote of each respective Board of Education
  
- 2. Consent agenda** – The following items are to be handled as combined and by single vote. Any Board member may request that an item be pulled out for further discussion.
  - 2.1 Minutes of Regular Joint Board Meeting of April 04, 2019 (*encl #1*)
  
- 3. Public comment**

The public is reminded to state name and town for the record. Comments should be kept to a maximum of three minutes. Public comment is not intended to be a question and answer period; rather it is an opportunity for the Boards to hear citizen comment related to educational matters.
  
- 4. Reports**
  - 4.1 Superintendent's report
    - a. High Level Financial Status Updates for all Boards – *K. Allen (encl #2)*

4.2 Committee reports.

- a. Joint PK-12 Committees – (Comm. Chair) Policy – TBD, Curriculum – T. Dickson, Finance – J. Clark

| Finance   | Policy  | Curriculum                                    |
|---|---|---|
| Sept. 25, 2018<br>Oct. 16 <sup>th</sup> added as well | Sept. 17, 2018<br>Re-set to Oct. 15 <sup>th</sup> | Sept. 17, 2018                                |
| Nov. 27, 2018   | Nov. 12, 2018<br>Re-set to Nov. 27 <sup>th</sup>  | Nov. 12, 2018<br>Set on 2 <sup>nd</sup> Mon   |
| Jan 29, 2019  | Jan. 28 2019<br>Set on 4 <sup>th</sup> Mon.       | Jan. 29, 2019<br>Set on 4 <sup>th</sup> Tues. |
| Feb. TBD 2019   |   |   |
| Mar. 19, 2019<br>Re-set to Mar. 25 <sup>th</sup>      | Mar. 18, 2019<br>cancelled                        | Mar. 26, 2019                                 |
| May 01, 2019<br>cancelled                             | Apr. 24, 2019<br>added                            |   |
| May 28, 2019  | May 20, 2019                                      | May 14, 2019<br>Set on 2 <sup>nd</sup> Tues.  |
| Sept. 24, 2019  | Sept. 16, 2019                                    | Sept. 17, 2019                                |
| Nov. 19, 2019<br>Set on 3 <sup>rd</sup> Tues.         | Nov. 18, 2019                                     | Nov. 19, 2019                                 |

- b. Policy committee report (8 members). (TBD)

- b.1 First Reading on the Joint BOE Policy Committee’s recommendation to approve the recommended revisions to the following policies:

#5141.21 Administering Medication (encl #3)  
 #3453 Student Activity (encl #4)  
 #3300 Purchasing Authority (encl #5)

- c. Finance committee report (8 members) (J. Clark)

- d. Curriculum committee (9 members) (T. Dickson)

- e. Ad hoc committees (as needed).

- e.1 School Security Advisory Committee (D.G. Fitton)

- e.2 RFP Transportation Bid Review Committee

Discussion and Possible VOTE to approve recommendation by Joint BOE RFP Transportation Bid Review Committee to award the transportation contract to First Student as presented. (encl #6)

- e.3 RFP Legal Bid Review Committee

Discussion and Possible VOTE regarding recommendation by Joint BOE RFP Legal Bid Review Committee

4.3 Assistant Superintendent’s report. – K. Martineau

- a. Update on Professional Development  
 b. Update on Curriculum

**5. Public comment**

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

**6. Future agenda items**

- 6.1 Joint BOE Special Meeting June 10<sup>th</sup>, 2019 @ 7:00 p.m.  
 6.2 Next Regular Joint BOE Meeting, October 03, 2019 @ 7:00 p.m.  
 6.3 Update on Celebrate Learning Summer Program (Oct.)  
 6.4 First Reading of BOE Meeting Calendar for upcoming calendar year (Oct.)

**7. Adjournment\*(Chester, Deep River & Essex Boards)**

**\*The Region 4 Board of Education will stay in session to conduct the following business:**

- a. Possible VOTE to approve action(s) regarding the 2017-18 financial audit report
- b. Possible VOTE to approve the Minutes of the Region 4 BOE regular meeting of May 02, 2019  
*(Region 4 ONLY Encl #1)*
- c. Adjournment



**Regional School District 4**  
**Chester – Deep River – Essex – Region 4**  
**Boards of Education Committees – School Year 2018-19 (Updates in Progress)**

| <b>Joint BOE Standing Committees</b> (standing committees have regularly scheduled meetings)      |   |
|---|---|
| <b>*Joint PK-12 Policy Sub-Committee</b>  | R4(Sandmann/Clymas/Grow) CH(Iselin/Scherber) DR(Resnisky/Campbell) ES (Seidman/McCluskey)   |
| <b>*Joint PK-12 Curriculum Sub-Comm.</b>  | R4(Cavanaugh/Brookhart) CH(Bibbiani/Fearon) DR(T.Dickson/Grunko) ES(Rotella/McCann)   |
| <b>*Joint PK-12 Finance Sub-Committee</b>   | R4 (Gioco/Clark/Daniels) CH (Stack/Englert) DR (Munawar/Ferretti) ES (TBD/Watson)   |
| <b>Supervision District Committee</b> (2 yr terms end in Nov. of the year listed after each name) | R4 (Cavanaugh 19 / Gioco 19 / Clark 19) CH (Fearon 19 /Fitzgibbons 19 / Stack 19)<br>DR (Weglarz 19 / Ferretti 19 / Morrissey 19) ES (Fitton 19 /McCluskey 19 / Seidman 19) |

| <b>Joint Ad Hoc Committees</b> (ad hoc committees meet for a designated period or as needed)       |   |                          |                              |
|--|---|--------------------------|------------------------------|
| Personnel & Negotiations   |   | <u>Contract duration</u> | <u>Initiate negotiations</u> |
| - Joint BOE Teacher negotiations   | R4 (Daniels/Brookhart Alt.) CH (Stack/Englert Alt.)<br>DR (Morrissey/Weglarz Alt.) ES (Fitton/Watson) | Expires 7/2019           | 6/2018                       |
| - Joint BOE Administrator negotiations   | Same as ABOVE for Teacher negotiations  | Expires 7/2020           | 9/2019                       |
| - Joint BOE Paraeducator negotiations  | Same as BELOW for Net Tech et al.   | Expires 7/2020           | 3/2019                       |
| - Joint BOE NetTechs et al negotiations (ElemSec/Elem Nurses/ElemNetTech/R4NetTEch/ElemCustodians) | R4 (Daniels/Brookhart Alt.) CH (Fitzgibbons, Stack)<br>DR (Campbel./Ferretti Alt.) ES (Fitton/Watson) | Expires 7/2021           | 3/2021                       |
| - Cafeteria (all schools)  |   | Expires 7/2020           | 3/2020                       |
| Public Relations & Community Outreach  | R4(TBD/TBD), CH (Bibbiani), ES (Seidman), DR (Wegalarz/TBD)   |                          |                              |
| Technology   | R4(Gioco), CH(Englert), ES (Seidman), DR (Munawar)  |                          |                              |
| School Calendar  | R4(Brookhart/Daniels), CH (Englert), ES (McCluskey), DR (Weglarz)                                     |                          |                              |
| LEARN Joint BOE representative(s)  | R4(Cavanaugh), CH(Myers), ES(Rotella), DR(Munawar)  |                          |                              |
| School Security Advisory Committee   | R4(TBD), CH(Greenberg-Ellis), DR(Weglarz), ES(Fitton)   |                          |                              |
| Tuition Committee  | R4(Grow), CH (Stack), DR (Morrissey), ES (McCluskey /Seidman alt.)                                    |                          |                              |
| RFP Transportation Bid Review  | R4(Cavanaugh), CH (Englert), DR (Weglarz), ES (Seidman/Fitton)  |                          |                              |
| RFP Legal Bid Review   | R4(Daniels), CH (Bibbiani), DR (Weglarz), ES (Seidman/Fitton)   |                          |                              |

| <b>Individual BOE Ad Hoc Committees</b> (ad hoc committees meet for a designated period or as needed) |                           |                          |                              |
|---|---------------------------|--------------------------|------------------------------|
| <b><u>Chester BOE</u></b>   |                           |                          |                              |
| Facilities  | Englert                   |                          |                              |
| Internal Marketing  | TBD                       |                          |                              |
| PTO   | Greenberg-Ellis           |                          |                              |
| CATV Advisory Council (Cable TV)  | For Discussion            |                          |                              |
| <b><u>Deep River BOE</u></b>  |                           |                          |                              |
| Facilities (Grounds and Buildings)  | Morrissey/Ferretti        |                          |                              |
| PTO   | rotating                  |                          |                              |
| School Improvement Team   | Weglarz/Ciaglo            |                          |                              |
| CATV Advisory Council (Cable TV)  | TBD                       |                          |                              |
| <b><u>Essex BOE</u></b>   |                           |                          |                              |
| Building  | Seidman                   |                          |                              |
| PTO   | Rotating                  |                          |                              |
| School Improvement Team   | TBD                       |                          |                              |
| Essex Foundation  | McCluskey / Fitton        |                          |                              |
| Communications  | Rotating                  |                          |                              |
| CATV Advisory Council (Cable TV)  | Fitton                    |                          |                              |
| <b><u>Region 4 BOE</u></b>  |                           |                          |                              |
| Personnel & Negotiations  |                           | <u>Contract duration</u> | <u>Initiate negotiations</u> |
| ▪ R4 Secretaries/Nurses   | Daniels/Brookhart Alt.    | Expires 7/2020           | 3/2020                       |
| ▪ R4 Custodians   | Daniels/Brookhart Alt.    | Expires 7/2021           | 3/2021                       |
| R4 Audit & Finance  | Gioco/TBD                 |                          |                              |
| School Improvement Team   | TBD/TBD/TBD               |                          |                              |
| R4 Grounds and Buildings Maintenance and Oversight Committee  | Fitton/Gioco/Grow/Clark   |                          |                              |
| R4 Building Committee   | TBD/TBD                   |                          |                              |
| R4 Educational Foundation   | TBD                       |                          |                              |
| Region 4 Extra compensation points committee  | Clark (only 1 rep needed) |                          |                              |
| Public Relations & Outreach   | TBD                       |                          |                              |
| R4 Safety   | TBD                       |                          |                              |
| R4 Advisory Council (PTO)   | For Discussion            |                          |                              |
| R4 Facilities Study Committee   | TBD                       |                          |                              |

Encl #1

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE  
June 06, 2019 MEETING  
Joint Board of Education Committee**

**April 04, 2019**

A regular meeting of the Joint Board of Education Committee was held on Thursday, April 04, 2019 in the John Winthrop Middle School Library, with the following Board Members present:

|                                |  |
|--------------------------------|--|
| CHESTER BOARD OF EDUCATION:    | David Fitzgibbons, Robert Bibbiani,<br>Charlene Fearon, Becky Iselin, Tom Englert,<br>Theresa Myers                      |
| DEEP RIVER BOARD OF EDUCATION: | Paula Weglarz, Miriam Morrissey, Robert<br>Ferretti, Matt Resnisky, Lenore Grunko,<br>David Berardis                     |
| ESSEX BOARD OF EDUCATION:      | Lon Seidman, Mark Watson, DG Fitton, Loretta<br>McCluskey, Judie McCann, Carolyn Rotella                                 |
| REGION 4 BOARD OF EDUCATION:   | Jennifer Clark, Mario Gioco, Kate Sandmann,<br>Jane Cavanaugh, Michelle Grow, DG Fitton,<br>Trisha Brookhart (via phone) |

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

Audience of Citizens: 2

**CALL TO ORDER**

Supervision District Committee Chair Lon Seidman called the meeting to order at 7:01 p.m.

The Chairs of the Chester, Deep River, Essex Boards and Region 4 Board of Education called their respective Boards to order at 7:01 p.m.

**CONSENT AGENDA**

On motion duly made and seconded, the Chester, Deep River, Essex, and Region 4 Boards of Education unanimously VOTED to approve the consent agenda consisting of the minutes of the February 21, 2019 regular meeting of the Joint Board.

**PUBLIC COMMENT** – 2 present - No comments were made

**OTHER ITEMS –**

**Executive Session - Negotiations**

On motion duly made and seconded, the Chester, Deep River, Essex & Region 4 Boards unanimously VOTED to move into executive session at 7:04 p.m. to review key provisions in the proposed teachers contract. Ruth Levy, Kristina Martineau, Kim Allen, Attorney Kevin Roy, and all Board members present in the room were invited into the Executive Session.

The Chester, Deep River, Essex and Region 4 Boards moved out of Executive Session at 7:26 p.m.

On motion duly made and seconded, the Chester (5 Yes / 1 No - T. Englert / 0 abstentions = motion PASSED), Deep River (5 Yes / 0 No / 1 abstention - B. Ferretti = motion PASSED), Essex (unanimously 6 Yes / 0 No / 0 abstentions = motion PASSED), Region 4 (5 Yes / 1 No - M. Gioco / 0 abstentions = motion PASSED) Boards of Education VOTED to ratify the *Agreement between the Chester, Deep River, Essex, Region 4 Boards of Education, Region #4 Supervision Committee and the Regional 4 Education Association for July 01, 2019 - June 30, 2022.* (see website)

There was a brief discussion regarding the Superintendent's recommendation to renew the certification of the Healthy Food Act.

On motion duly made and seconded, the Chester, Deep River, and Essex Boards of Education unanimously VOTED and the Region 4 Board VOTED (6 Yes / 0 No / 1 abstention - M. Gioco = Motion PASSED) to approve the Superintendent's recommendation to renew certification that all food items sold to students at any time other than those covered by exemption, will meet the Connecticut Nutrition Standards to qualify for CSDE's Healthy Food Certification and monetary compensation from the State

Chair Seidman introduced the Executive Search Consultant, Dr. Joseph Erardi, to whom the Supervision District Committee recently awarded the contract to conduct the search for a new superintendent. Dr. Erardi gave a brief presentation on the upcoming timeline and search process. Board members were given a chance to ask questions of Dr. Erardi.

**REPORTS**

Financial Status Update

Ms. Allen gave a brief, high level financial update for each district. More detail will be given at the individual board meetings in May. She also reported that based on the bid amounts received,

the districts' health insurance will stay with Anthem and they will not be looking to join the consortium for next year.

#### Superintendent's Report

At Dr. Levy's request Chair Seidman updated the Boards on recent legislative work regarding cooperative agreements and regionalization. He also shared that Governor Lamont recently visited the Collaborative Preschool Program, currently housed at Essex Elementary School, to observe a great example of the types of shared services programming currently in place, and to discuss what might be possible, if legislative language allowed for it, beyond age 5.

#### Committee Reports

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

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

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

On motion duly made and seconded, the Chester, Deep River, Essex & Region 4 Boards of Education unanimously VOTED to approve revisions to Policies #3260, #5118, #3240, and #3324 as presented above. (see attached)

The Joint BOE Finance Committee met on March 25th. They reviewed several business policies from the 3000 series. Their recommendations were forwarded to the Joint BOE Policy Committee who will be considering them at a newly scheduled April 24th meeting. The Joint BOE Policy Committee will meet again on May 1st.

The Joint BOE Curriculum Committee will meet again on May 14th.

#### District Security Advisory Committee

DG Fitton reported that the School Security Advisory Committee continues to meeting monthly. They reviewed implementation of ALICE training and are working to develop a 5 year strategy plan. They will be working on Threat Assessment and school behavioral intervention in the upcoming months.

Mr. Fitton also praised a recent Wellness program initiated and being run by our 3 Resident Troopers and many of our local Police Officers for 6th grade students in all three of our towns. It is an updated replacement of the old DARE program and it has been received very well by both students and parents.

Assistant Superintendent's Report

Assistant Superintendent Martineau gave an update on Professional Development and Curriculum work including CCPS initiatives & NGSS. She has been continuing her meetings with K-12 teachers in all content areas. They have begun looking at the impact of the K-12 rubric for instructional context and Professional Development, which is thus far thriving K-12.

**PUBLIC COMMENTS:** none made (1 citizen present)

**FUTURE AGENDA ITEMS**

➤ Next Regular Joint BOE Meeting, June 06, 2019 @ 7:00 p.m.

**ADJOURNMENT:**

On Motion duly made and seconded, the Chester and Essex Boards of Education unanimously VOTED to adjourn at 8:14 p.m.

\*The **Deep River Board** remained in session to vote to approve the minutes from their special meeting of February 25, 2019.

On motion duly made and seconded, the Deep River Board unanimously VOTED to approve the minutes from their special meeting of February 25, 2019.

On motion duly made and seconded, the Deep River Board unanimously VOTED to adjourn at approx. 8:15 p.m.

\*The **Region 4 Board** remained in session for a possible discussion and vote to approve a 2019-20 budget amount to move to the Annual Meeting since they did not approve an amount at their special meeting on April 1 following the Public Hearing.

On motion duly made and seconded, the Region 4 Board VOTED (4 Yes - J. Clark, K. Sandmann, D.G. Fitton, T. Brookhart / 3 No - J. Cavanaugh, M. Grow, M. Gioco / 0 abstentions = Motion PASSED) to approve a 2019-20 budget in the amount of \$20,572,675 (twenty million, five hundred seventy two thousand, six hundred seventy five dollars) to move to the Annual Meeting on May 6th. (see website)

On motion duly made and seconded, the Region 4 Board unanimously VOTED to adjourn at approx. 8:30 p.m.

Respectfully Submitted,

\_\_\_\_\_  
Jennifer Bryan, Clerk

Encl #6 SECOND READING - Both the Joint BOE Finance and Policy Committees recommend that this policy be removed from the Policy Manual. The Table of Contents for this Policy [*Ordering Goods and Services (Purchase Orders)*] shall simply reference the current Business Manual (similar to how some policy subjects are covered under current Contract(s) - e.g. look in the Online Policy Manual at the Table of Contents for the 4000 series. See the heading for 4111.2 & the legend at the end of the Table of Contents - there is no written policy for *Vacancies* - you are instead referred to consult current contracts for that topic (T/A = refer to Teachers & Administrators contracts)

3324(a)

### **Ordering Goods and Services (Purchase Orders)**

#### **Purchase Order Processing Procedure**

1. Phase 1 - Distribution of Purchase Orders and Record Keeping
  - A. Each location principal will be allotted a reasonable number of purchase orders as often as necessary.
  - B. Purchase orders should be utilized in the numerical sequence in which they are distributed.
  - C. Purchase orders filled out in error, or canceled by an administrator, shall be voided at the location, with this indicated on the voided P.O. Voided purchase orders must be submitted to the Business Office for the void record which will be filed in the closed P.O. file.
2. Phase 2 - Purchase Requisitions shall be completely filled out, including all required Budget Coding Information.
  - A. The requesting agent, (teacher, clerk, custodian, nurse, etc), shall present such request upon the purchase requisition form to the building principal for his/her approval.
  - B. The purchase requisition must include the following:
    - (1) Item and number requested.
    - (2) Unit item (i.e. per dozen, per 100, etc.)
    - (3) Description of item and catalog item number if available.
    - (4) Catalog or list cost of the item.
    - (5) Appropriate vendor with address.
    - (6) Appropriate budget code number.
  - C. Upon approval, the location principal shall verify the code number and also verify that there is ample funding for orders via budget printout. He/she also must verify its being budgeted or its necessity. His/her approval is indicated by his/her signature on the requisition.

## **Business**

### **Ordering Goods and Services (Purchase Orders)**

#### **Purchase Order Processing Procedure (continued)**

3. Phase 3 - Purchase Orders are to be completely filled out at the school after Phase 2 has been completed.
  - A. The purchase order must be typed and include all the information categorized in Phase 2, item B.
  - B. The principal must approve of the purchase order (this is a re-approval of the requisition).
    - (1) The principal's or authorized administrative person's approval signature must appear in the appropriate location on the completed purchase order.
    - (2) The location principal or administrator is responsible for seeing to it that orders do not exceed budget allocation.
  - C. Principal/administrator must maintain record of the order (this may be done with a purchase order.)
  - D. The order should be complete with four copies and carbons left intact. The fifth copy (yellow) is retained by the school.
4. Phase 4 - Purchase Orders Received at the Business Office
  - A. Purchase order is scrutinized to insure the form is properly completed with appropriate signature (if it is in error, it will be returned to the requestor.)
  - B. Funding verification is made via computer system. If insufficient funds are present, the purchase order will be returned to the requestor.
  - C. Purchase order is then forwarded to the Business Manager or Principal for review and final approval.
  - D. If there are any significant adjustments to be made in price, or change in product specifications, the Business Manager or Principal or his/her designee will notify the appropriate administrator on how to proceed.

## **Business**

### **Ordering Goods and Services (Purchase Orders)**

#### **Purchase Order Processing Procedure (continued)**

4. Phase 4 - Purchase Orders Received at the Business/Principal's Office (continued)
  - E. If no beneficial adjustments are necessary, the Business Manager or Principal approves the purchase order by affixing his/her signature to the document.
  - F. Purchase order is logged into the computer system.
  - G. Distribution of the five (5) part purchase order is as follows:
    - (1) Page 1 is given to the vendor.
    - (2) Pages 2 (green) and 3 (yellow) are retained by the school.
    - (3) Page 4 (pink) shall be placed in a numerical file.
    - (4) Page 5 (gold) shall be sent to the requesting principal or administrator who shall, upon receipt of goods and/or service, sign it, certifying acceptance of the goods and/or service and return it to the Business Office.
5. Phase 5 - Receipt of Order by Requesting School
  - A. When shipment arrives, the principal or his/her designate will check and verify contents against the original copy of the purchase order.
    - (1) When the order is complete, he/she will write complete, with signature, and attach the packing slip(s) to the copy of the P.O. and send it to the Business Office for payment.
    - (2) When the order is incomplete the principal will check off and initial those items that have arrived. He/she should hold this purchase order and packing slip until the balance of the order is shipped, and then forward the gold copy to the Business Office. A recommendation for payment of partial orders may be requested from the Business Office and approved/denied by the Principal/Administrator for valid reasons.

## **Business**

### **Ordering Goods and Services (Purchase Orders)**

#### **Purchase Order Processing Procedure (continued)**

5. Phase 5 - Receipt of Order by Requesting School (continued)
  - (3) If the remaining portion of the order is not filled within ninety (90) days then the remaining portion of the unfilled order should be canceled with a letter from the principal to the vendor. A copy of such cancellation notice shall be maintained by the principal and a copy forwarded to the Business Office with the purchase order and packing slip to indicate recommendation of payment for items received. (The principal may re-order these items if he/she wishes.)
  - (4) If anything is received damaged it should be noted on the purchase order and packing slip sent to the Business Office. The principal should contact the trucking company when damage occurs and receive the proper credits or adjustments.
- B. The gold copy should be returned to the Business Office as soon as possible after receiving the order.
6. Phase 6 - Receipt of Invoice and Purchase Order, Copy with Packing Slip from Principal
  - A. Upon receipt of the invoice from the vendor and certification of receipt of goods and/or services from the building principal, the purchase order copies shall be matched and made ready for payment.
    - (1) When paid, the encumbrance record is credited and the expenditure record is debited by the amount.
  - B. Upon acceptance for payment, checks will be produced by computer and signed by check signer.
    - (1) Upon payment to the vendor, page 5 (gold), shall be refiled alphabetically with page 3 (yellow) and all other pertinent information.
    - (2) Page 4 (pink) is already filed numerically - nothing happens.
    - (3) Page 2 (green) shall be forwarded to the requesting principal with an indication of amount of payment and as confirmation to payment.
    - (4) In the case of items eligible for reimbursement from federal funds, page 5 (gold) shall be forwarded to the appropriate authority as evidence of purchase.

## **Business**

### **Ordering Goods and Services (Purchase Orders)**

#### **Purchase Order Processing Procedure (continued)**

##### **7. Phase 7 - Bills**

###### **A. Regular monthly bills shall include the following:**

- (1) The appropriate account numbers will be included for such items as utilities, insurance, services, etc.
- (2) Installment payments on services shall be made out on one purchase order with the monthly payments listed for the entire year. This way the entire amount will be encumbered and such encumbrance will be reduced by each payment that is made. Each payment will be made against this one purchase order indicating payment against the appropriate installment. (Expenditure is debited and encumbrance is credited.)

##### **8. Phase 8 - Maintenance, Repairs & Petty Cash**

###### **A. When an emergency situation arises whereby a purchase of materials or services is required immediately, the principal shall authorize such purchase to remedy the situation.**

- (1) The Superintendent or Business Manager should be notified as soon as possible of such situation, preferably prior to such authorization if possible.
- (2) The building principal shall then complete the required purchase order with costs as soon as possible in conformance with Phase 2 of these regulations and submit it immediately to the Business Office indicating on the purchase order that it was an emergency purchase.

**Business**

**Ordering Goods and Services (Purchase Orders)**

**Purchase Order Processing Procedure**

8. Phase 8 - Maintenance, Repairs & Petty Cash (continued)
  - (3) The principal shall have authority over this fund and distribute the funds as necessary and request appropriate receipts for purchases made.
  - (4) When the fund is nearly depleted, the principal shall request reimbursement by completing a purchase order with all receipts attached and appropriate account numbers for all such purchases followed by the dollar amounts charged to each account. (Phase 3 through Phase 6 of these regulations shall apply to requests for such reimbursement).

Regulation approved: April 30, 1997

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

Encl #5 SECOND READING for both policies  
The Joint BOE Policy Committee recommends the following red-line revisions  
for both #5118 (and its related policy #3240 which follows at the end of this  
enclosure)

5118(a)

## Students

### Resident/Non-Resident Attendance

Except as noted below, to be eligible to attend the public schools of Chester, Deep River, Essex, or Region 4 Schools, a student must reside within the legal boundaries of that town with parent(s) or legal guardian(s). In addition, a student may also reside with relatives or non-relatives when it is the intention of such parties and of the children or their parents or guardians that such residence be permanent, provided without pay and not for the sole purpose of obtaining an education. Documentation of residence or the conditions of residence will be required by the Board of Education. Such documentation may include affidavit of residency and/or guardianship papers.

The Board of Education authorizes the Superintendent to accept non-resident students in the public schools of Chester, Deep River, Essex and Region 4 in accordance with the criteria set forth in this policy.

#### I. General Provisions:

The following terms and conditions are to be used as guidelines when determining eligibility of non-resident students enrolling or continuing in the public schools of Chester, Deep River, Essex and Region 4:

- A. The Superintendent or his/her designee may recommend the initial enrollment or approve the continuation of a non-resident student in attendance if class size and other considerations such as the availability of resources permit. Decisions regarding class size and/or the availability of resources shall be made by the Superintendent. The Superintendent shall make a recommendation to the Board regarding the initial enrollment of a non-resident student. The Board shall vote to approve the initial enrollment of a non-resident student.
- B. The Superintendent or his/her designee shall not hire additional staff to permit enrollment or continuation of non-resident students under this policy.
- C. Non-resident students shall be assigned to ~~whatever~~ whichever class the Superintendent or his/her designee deems appropriate.
- D. Non-resident student attendance shall be for one school year or less.
- E. Non-resident student attendance may be extended from year to year at the discretion of the Superintendent or his/her designee.
- F. This policy does not obligate the Board of Education to provide special education programs or services or create unique programs for students. If a

## Students

### Resident/Non-Resident Attendance (continued)

non-resident student is enrolled or continued in enrollment in the public schools of Chester, Deep River, Essex or Region 4, and such student is eligible for services under the Individuals with Disabilities Education Act (“IDEA”), the Board of Education shall not act as the local education agency for such child. In instances where special or additional services are provided for a non-resident student, a supplemental tuition or fee will be charged, when allowable, based upon the actual costs associated with providing the special or additional services.

G. Application for initial or continued enrollment of a non-resident student shall be made in writing on a form supplied by the Superintendent or his/her designee.

H. The Superintendent or his/her designee shall review the application and may interview the non-resident student and/or the student’s past principal or responsible school personnel for consideration of initial enrollment.

I. Upon recommendation by the Superintendent, the Board shall vote upon the approval of a non-resident student’s initial enrollment.

J. Application for continued enrollment shall be made on an annual basis, in writing on a form supplied by the Superintendent or his/her designee.

K. No student applying for enrollment pursuant to subsection G, shall be enrolled in the public schools of Chester, Deep River, Essex or Region 4 until the Board has received tuition payment on behalf of such student in accordance with Section II. below

~~K.~~ L. The Superintendent shall determine approval for continued enrollment on an annual basis, based on class size and other considerations such as the availability of resources and whether or not, in his or her opinion, continuation is in the best interest of the school system or the student.

~~L.~~ M. All non-resident students or their parents or guardians, or the school district of residence, shall provide necessary transportation to and from school.

~~M.~~ N. A non-resident student’s continuation in the public schools of Chester, Deep River, Essex or Region 4 will be contingent upon the student’s compliance with all applicable rules and regulations of the Board of Education and the individual school, satisfactory academic progress, and the availability of staff and school resources. The Superintendent or his/her designee may terminate the non-resident student’s enrollment at any time where, in his or her opinion, continuation is not in the best interest of the school system or the student.

## Students

### Resident/Non-Resident Attendance

~~N. — Notwithstanding the foregoing, if the application of this non-resident student admission policy conflicts with the Board of Education's obligations under the McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 et seq., the Board of Education shall act in a manner consistent with its obligations thereunder.~~

Only non-resident students who meet the criteria set forth in this policy may enroll or continue in enrollment within the public schools of Chester, Deep River, Essex and Region 4.

### II. Tuition Students:

A. Tuition ~~or~~ and additional fees, if applicable, ~~must be paid in advance on or before the first day of the school year, and on or before January 1st. must be paid in advance on or before August 15 and January 15 in accordance with a signed tuition agreement.~~ In the event a student withdraws or is terminated from enrollment in the middle of the school year, pro-rata fees will be refunded. Tuition may be paid by the school district of residence or by the parent(s)/guardian(s) of the non-resident student.

B. An annual tuition rate shall be set by the Board of Education, ~~based on the average per pupil cost, of the enrolling district. Students requiring additional educational services will be charged additional fees based on the cost of the services provided. The tuition fee for special education students will be determined based on the annual cost of the regular education program plus the actual cost of special education services provided.~~

~~C. Transportation beyond that normally provided for students living within Chester, Deep River or Essex shall not be provided for non-resident students.~~

### III. Waiver of Tuition for Certain Students:

Upon written parental request, if the general conditions above are met, non-resident students may be allowed by the Superintendent of Schools in his/her discretion to attend district schools without tuition under one or more of the following ~~conditions~~ circumstances:

A. A student whose parent or legal guardian purchases or leases property in Chester, Deep River or Essex and expects to occupy such property within sixty (60) days of the student's registration will be allowed to register in the public schools of Chester, Deep River, Essex or Region 4, provided that the sufficient documentation is provided, as determined by the Superintendent or his/her designee.

5118(d)

## Students

### Resident/Non-Resident Attendance

B. A student whose parent or guardian moves from Chester, Deep River or Essex on or after April 15 of the relevant school year, or a student in the twelfth grade whose parent or guardian moves from Chester, Deep River or Essex on or after February 1 of the relevant school year, will be permitted to finish the school year in the school the student had attended with written permission of the Superintendent of Schools.

C. A student whose parent or guardian has moved from Chester, Deep River or Essex may continue in the public schools of Chester, Deep River or Essex or Region 4, in the school the student had attended, until the end of the current marking period with the written permission of the Superintendent of Schools.

Policy Revised: ~~Oct. 6, 2016~~ TBD

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

**SECOND READING**

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

3240

**Business**

**Tuition Fees**

**Regular Day School**

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

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

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

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

Legal Reference: Connecticut General Statutes

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

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

10-55 Pupils to attend regional school.

10-220 Duties of boards of education.

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

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

Policy revised:

~~June 07, 2018~~

**TBD**

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

Encl #4 SECOND READING  
Both the Joint BOE Policy and Finance  
Committees recommend the red-lined revisions  
below

3260(a)

## **Business**

### **Sales & Disposal of Books, Equipment & Supplies**

When equipment, books and materials become worn out, obsolete, surplus, or otherwise unusable in the schools, the Superintendent may authorize their ~~sale, trade-in or disposal~~ ~~or trade-in~~ in a manner to the district's best advantage.

#### **Disposition of Outdated Books**

The Superintendent of Schools may authorize the disbursement or destruction of outdated textbooks which are no longer useful to the educational program, provided that such books are a minimum of ten years old and have been determined obsolete by the professional administrative staff.

#### **Disposition of Equipment and Materials**

Items with a market value may be traded in or be appropriately advertised to the general public in an attempt to produce a sale at fair market value. The proceeds of the sale shall be deposited to the General Fund.

1. The method of advertising and sale shall be determined by the Superintendent of Schools or his/her representative.
2. The Board shall be notified by the Superintendent of Schools prior to the sales of any item or items having an estimated value in excess of \$500.

Items without market value may be disposed of in such manner as the responsible building principal shall determine, with the prior approval of the Superintendent of Schools or his/her representative.

#### **Disposition of Funds**

When books, equipment or materials are sold either to used book vendors or shredders, this money must be returned to the General Fund. If and when such books are given to the PTO, the PTO may dispose of them as they wish. Any monies received therefrom can be retained in the PTO account.

**Business**

**Sales & Disposal of Books, Equipment & Supplies (continued)**

Legal Reference: Connecticut General Statutes  
10-220 Duties of boards of education.  
10-240 Control of schools.  
10-241 Powers of school districts.

Policy reviewed: May 21, 2018

Revised: TBD

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

DISTRICT-WIDE BUDGET SUMMARY

2018 - 2019

Through April 30, 2019

| OJECT                  | Chester Elementary       |                                    |                                       | Deep River Elementary |                                    |                                       | Essex Elementary |                                    |                                       |
|------------------------|--------------------------|------------------------------------|---------------------------------------|-----------------------|------------------------------------|---------------------------------------|------------------|------------------------------------|---------------------------------------|
|                        | 2018-2019 REVISED BUDGET | 2018-2019 EXPENDITURES /ENCUMBERED | 2018-2019 PROJECTED SURPLUS (DEFICIT) | 2018-2019 BUDGET      | 2018-2019 EXPENDITURES /ENCUMBERED | 2018-2019 PROJECTED SURPLUS (DEFICIT) | 2018-2019 BUDGET | 2018-2019 EXPENDITURES /ENCUMBERED | 2018-2019 PROJECTED SURPLUS (DEFICIT) |
| 100 Salaries           | 3,042,798                | 3,003,961                          | 38,837                                | 3,465,886             | 3,456,955                          | 8,931                                 | 4,600,374        | 4,543,051                          | 57,323                                |
| 200 Benefits           | 903,821                  | 887,807                            | 16,014                                | 1,056,305             | 1,055,142                          | 1,163                                 | 1,370,651        | 1,366,508                          | 4,143                                 |
| 300 Purchased Services | 89,513                   | 83,750                             | 5,763                                 | 61,533                | 95,475                             | (33,942)                              | 167,276          | 156,418                            | 10,858                                |
| 400 Rental/Repairs     | 206,572                  | 207,807                            | (1,235)                               | 220,681               | 194,209                            | 26,472                                | 397,345          | 394,864                            | 2,481                                 |
| 500 Other Purchased    | 227,576                  | 224,031                            | 3,545                                 | 229,278               | 249,133                            | (19,855)                              | 609,819          | 591,720                            | 18,099                                |
| 600 Supplies           | 187,592                  | 188,283                            | (691)                                 | 141,731               | 143,522                            | (1,791)                               | 204,592          | 198,944                            | 5,648                                 |
| 700 Equipment          | 1,800                    | 1,772                              | 28                                    | 15,602                | 2,832                              | 12,770                                | 15,149           | 12,904                             | 2,245                                 |
| 800 Other              | 3,877                    | 3,582                              | 295                                   | 4,777                 | 4,644                              | 133                                   | 5,539            | 5,028                              | 511                                   |
| 900 Debt Service       |                          |                                    |                                       |                       |                                    |                                       |                  |                                    |                                       |
| <b>TOTAL</b>           | <b>4,663,549</b>         | <b>4,600,993</b>                   | <b>62,556</b>                         | <b>5,195,793</b>      | <b>5,201,910</b>                   | <b>(6,117)</b>                        | <b>7,370,745</b> | <b>7,269,437</b>                   | <b>101,308</b>                        |

| OJECT                  | Region 4                 |                                    |                                       | Supervision              |                                    |                                       | District-Wide Summary |                                    |                                       |
|------------------------|--------------------------|------------------------------------|---------------------------------------|--------------------------|------------------------------------|---------------------------------------|-----------------------|------------------------------------|---------------------------------------|
|                        | 2018-2019 REVISED BUDGET | 2018-2019 EXPENDITURES /ENCUMBERED | 2018-2019 PROJECTED SURPLUS (DEFICIT) | 2018-2019 REVISED BUDGET | 2018-2019 EXPENDITURES /ENCUMBERED | 2018-2019 PROJECTED SURPLUS (DEFICIT) | 2018-2019 BUDGET      | 2018-2019 EXPENDITURES /ENCUMBERED | 2018-2019 PROJECTED SURPLUS (DEFICIT) |
| 100 Salaries           | 10,270,704               | 10,062,048                         | 208,656                               | 4,248,750                | 4,170,574                          | 78,176                                | 25,628,512            | 25,236,590                         | 391,922                               |
| 200 Benefits           | 2,826,805                | 2,784,572                          | 42,234                                | 1,208,698                | 1,203,147                          | 5,551                                 | 7,366,280             | 7,297,175                          | 69,105                                |
| 300 Purchased Services | 527,510                  | 487,371                            | 40,139                                | 259,277                  | 312,884                            | (53,607)                              | 1,105,109             | 1,135,897                          | (30,788)                              |
| 400 Rental/Repairs     | 1,104,956                | 1,168,517                          | 46,499                                | 22,852                   | 17,150                             | 5,702                                 | 1,952,406             | 1,982,548                          | (30,142)                              |
| 500 Other Purchased    | 2,744,338                | 2,731,900                          | 12,438                                | 967,597                  | 942,976                            | 24,621                                | 4,778,608             | 4,739,760                          | 38,849                                |
| 600 Supplies           | 637,118                  | 637,658                            | (540)                                 | 110,072                  | 114,618                            | (4,546)                               | 1,281,105             | 1,283,025                          | (1,920)                               |
| 700 Equipment          | 44,907                   | 42,068                             | 2,839                                 | 0                        | 0                                  | 0                                     | 77,458                | 59,576                             | 17,882                                |
| 800 Other              | 366,343                  | 351,432                            | 14,911                                | 8,924                    | 8,241                              | 683                                   | 389,460               | 372,928                            | 16,532                                |
| 900 Debt Service       | 1,530,000                | 1,530,000                          | 0                                     |                          |                                    |                                       | 1,530,000             | 1,530,000                          | 0                                     |
| <b>TOTAL</b>           | <b>20,052,681</b>        | <b>19,795,567</b>                  | <b>367,175</b>                        | <b>6,826,170</b>         | <b>6,769,591</b>                   | <b>56,579</b>                         | <b>44,108,938</b>     | <b>43,637,499</b>                  | <b>471,439</b>                        |

## Students

### Administering Medications

#### A. Definitions

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

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

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

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

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

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

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

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

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

Error means:

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

## Students

### Administering Medications (continued)

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

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

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

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

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

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

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

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

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

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

## Students

### Administering Medications (continued)

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

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

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

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

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

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

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

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

Principal means the administrator in the school.

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

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

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

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

## Students

### Administering Medications (continued)

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

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

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

#### B. General Policies On Administration of Medications

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

## Students

### Administering Medications (continued)

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

## Students

### Administering Medications (continued)

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

## Students

### Administering Medications (continued)

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

## Students

### Administering Medications (continued)

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

## Students

### Administering Medications (continued)

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

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

### C. Diabetic Students

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

## Students

### Administering Medications (continued)

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

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

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

## Students

### Administering Medications (continued)

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

## Students

### Administering Medications (continued)

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

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

### E. Naloxone for Purposes of Emergency First Aid

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

## Students

### Administering Medications (continued)

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

## Students

### Administering Medications (continued)

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

### F. Documentation and Record Keeping

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

## Students

### Administering Medications (continued)

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

## Students

### Administering Medications (continued)

#### G. Errors In Medication Administration

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

#### H. Medication Emergency Procedures

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

## Students

### Administering Medications (continued)

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

#### I. Supervision

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

## Students

### Administering Medications (continued)

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

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

### J. Training of School Personnel

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

## Students

### Administering Medications (continued)

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

### K. Handling, Storage and Disposal of Medications

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

## Students

### Administering Medications (continued)

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

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

## Students

### Administering Medications (continued)

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

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

## Students

### Administering Medications (continued)

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

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

## Students

### Administering Medications (continued)

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

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

### M. Review and Revision of Policy

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

## Students

### Administering Medications (continued)

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

### Legal References:

#### Connecticut General Statutes:

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

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

#### Regulations of Conn. State Agencies:

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

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

Policy revised: TBD

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

## 5141.21(a)

### Students

#### Administering Medications

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

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

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

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

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

## Students

### Administering Medications (continued)

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

Legal Reference: Connecticut General Statutes

10-212a Administration of medicines by school personnel.

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

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

Policy adopted: November 10, 1997

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

## Business and Non-Instructional Operations

### Student Activity Funds

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

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

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

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

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

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

Legal Reference: Connecticut General Statutes

[10-237 School activity funds](#)

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

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

**Business**

**Purchasing Authority**

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

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

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

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

Signing Authority Levels

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

*\*all capital expenditures regardless of amount*

**Goods and Services Purchasing**

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

## **Expense Reimbursements**

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

Policy reviewed:

May 21, 2018

Policy revised: TBD

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

CONTRACT

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

WITNESSETH:

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

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

1. BUS COMPANY AGREES:

(a.) To provide transportation for pupils and other authorized persons designated by the Superintendent of Schools, during such hours and stopping at such places as may be designated by the "District" and at all other places where pupils may be awaiting transportation,

(b.) I. To furnish the number of buses and mini buses needed to provide such transportation as determined by the "District" subject to notification by the "District" provided below,

II. Buses shall be at least 71 total capacity and the mini bus of at least 28 total capacity. The number of buses provided by the "Bus Company" shall be determined by the "District" prior to the beginning of each school year. Buses and mini buses shall meet all requirements of, and be subject to, the approval of the Region #4 Supervision District, the Connecticut State Board of Education, the Connecticut State Motor Vehicle Department, and, where involved, the Public Utilities Commission. No bus provided by the "Bus Company" to the District shall be older than 5 years and the average age of the total fleet shall be no more than five (5) years.

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

III. Buses provided by the "Bus Company" shall maintain schedules established by the "District", and, in event said routes for any reason cannot be traveled as per schedule, whether due to temporary or long-term problems, the "District" is to be notified immediately,

(c.) I. To furnish the "District", prior to the opening day of school in August or September of each year and thereafter prior to the employment of other operators or substitute operators, the following information concerning each operator:

NAME OF DRIVER ADDRESS  
TELEPHONE NUMBER

II. To discontinue the utilization under this contract of operators considered unsatisfactory by the Superintendent of Schools upon written notice thereof.

II. All bus drivers must meet the statutory age and licensing requirements.

IV. That bus drivers employed by the "Bus Company" shall be required by the "Bus Company" to report immediately all accidents of any nature, The "Bus Company" will furnish the "District" with a copy of all accident reports containing complete details.

V. That bus drivers employed by the "Bus Company" shall be required by the "Bus Company" to report to it immediately any and all problems involving the health of said driver, which might, or could possibly, affect the operation of a school bus. Said "Bus Company" shall immediately report such problems to the Superintendent of Schools or his/her designate and said "Bus Company" shall also report to the Superintendent his/her designate any such action which it has taken with respect to driver or which it recommends be taken.

VI. All bus drivers will be careful, courteous and display good character and moral behavior at all times,

a) The "Bus Company" shall provide, naming as additional the 'District', the Towns of Chester, Deep River and Essex, and Regional School District #4, the following insurance coverages:

Automobile:

\$1,000,000 Combined Single Limit  
\$1,000,000 Uninsured and Underinsured Motorist  
\$5,000 Medical Payments

Commercial General Liability:

\$1,000,000 Combined Single Limit  
\$5,000 Medical Payments

Commercial Umbrella:

\$10,000,000 Per Occurrence

b) To assure direct communication between the "Bus Company" and its drivers, two-way radios will be in all vehicles provided by the "Bus Company" at the "Bus Company's" expense.

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

## 2. "DISTRICT" AGREES:

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

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

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

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

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

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

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

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

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

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

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

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

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

Signed in the presence of:

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.....

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SUPERVISION DISTRICT BY:

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Kimberly Allen (Business Manager)

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Date

FIRST STUDENT TRANSPORTATION  
BY:

---

Michael Trujillo

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Date

APPENDIX A  
PRICING SCHEDULE

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

Signed in the presence of:

SUPERVISION DISTRICT BY:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Kimberly Allen (Business Manager)

\_\_\_\_\_  
Date

FIRST STUDENT TRANSPORTATION  
BY:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Michael Trujillo

\_\_\_\_\_  
Date

Regional District #4 Board of Education

Regular Meeting

2 May 2019

These minutes are subject to board approval at an upcoming meeting

Minutes

Attendance: Trisha Brookhart, Jane Cavanaugh, Dr Jennifer Clark, Lori Ann Clymas, Dr Rick Daniels, DG Fitton, Mario Gioco (arrived later), Michelle Grow and Kate Sandmann.

Administration: Dr Ruth Levy, Dr Kristina Martineau, Leigh Rankin and Mike Barile

This regular meeting was called to order at 7:01pm by Dr. Jennifer Clark

Agenda Addition

A motion was made by Michelle Grow and seconded by DG Fitton to add discussion and action on the proposed sale of the Falls Landing Property to the agenda. APPROVED 7-0.

Consent Agenda

A motion was made by Jane Cavanaugh and seconded by Lori Ann Clymas to approve the following:

Minutes – Budget Workshop 3/6/2019

Minutes – Regular Meeting 3/7/2019

Accounts Payable Report

APPROVED 6-0-1 (Grow).

Recognition of Top 10% of Class of 2019

Kim Berardis – Valedictorian

Lauren Salbinski – Salutatorian

Emily Hutchinson – Class Essayist

Connor Riordan

Tori Adamczyk

Daniel Hearn

Max D’Amico

Chance Barclay

Michael Ryan

Silvia Gopalakrishnan

Rachel Dona

Carolyn White

Mia D’Agostino

Abigail Johnson

Each student present discussed their post-graduation plans.

Recognition of Early Graduate – Lydia Wiernik – Partenio

Recognition of Scholar Athletes – Emily Hutchinson and Michael Ryan

High School Art Awards – Silvia Gopalikrishnan and Abigail Johnson

Mike Barile recognized Tina Stoddard and Mark Foster for their support of the VRHS musical.

He also recognized Laura Hilton for the recent success of the Valley Band and Choir at the Chicago Music Festival. Both groups won several awards.

Francesca Pisanzio and VRHS teacher John Corbett highlighted the recent work that Francesca undertook in her Capstone project. With the support of Wesleyan University, she expanded on her work in AP Biology to extract and analyze human DNA.

Kate Wheaton, Rachel Casella and several students that recently traveled to France, over the April vacation, provided a recap of the trip.

#### 2019 – 2020 Proposed Trips

Kate Wheaton made a request that the board approve the Student Exchange Trip to France in November 2019 and the Quebec Winter Carnival in February 2020.

Rachel Cassella made a request that the board approve the Student Exchange Trip to Spain In the Spring of 2020.

A motion was made by Rick Daniels and seconded by DG Fitton to approve all three requests.  
APPROVED 7-0.

#### Region 4 Student Representatives

Kate Farrell and Cooper McCormick presented their last report to the board. Highlights from VRHS include the successes of the sports teams and end of year activities which include: National Honor Society inductions and upcoming. AP Testing. Other upcoming events are:

- Spring Concert on May 15<sup>th</sup>
- Warriors in the Community on May 17th
- Junior Prom on May 17th, at Latitude 41.
- Senior Reception on June 1st, at Water's Edge.
- Senior Awards Night on June 5th.
- Graduation on June 14th.

Jennifer Clark thanked Kate and Cooper and provided them with a token of appreciation, from the board. Caroline Baldwin and Evan Benson will be the 2019 – 2020 representatives.

Charlie Herman and Onno Knoop presented the report for JWMS. The students highlighted the results in the current sports season. In academics they discussed the multi-school debate competition, the recent NGSS Science testing and the upcoming SBAC testing. Progress reports will come out on May 14. Upcoming events include:

- 6<sup>th</sup> grade orientation on May 7<sup>th</sup>.
- Spring Concert, Project Fair and Art Show on May 21st
- 7<sup>th</sup> grade trip to Mystic Seaport on May 23rd
- Memorial Day Service on May 24th
- 8<sup>th</sup> grade trip to Lake Compounce on May 30th

8<sup>th</sup> grade dance on May 31<sup>st</sup>  
8<sup>th</sup> grade night on June 12<sup>th</sup>.  
8<sup>th</sup> grade picnic at Camp Ingersoll on June 13<sup>th</sup>.  
Last day of school June 14<sup>th</sup>.

#### 2017 – 2018 Audit

Michael VanDeventer of Mahoney Sabol presented the results of the recently completed audit of the district's accounts. He highlighted several recommended procedures that have been implemented to improve accounting processes. He also highlighted deficits in three accounts, that must be addressed and corrected by the board. The accounts are the capital sinking fund, the cafeteria fund and a grant fund. A special meeting will be held on May 22, 2019 to address these issues.

#### Principal Updates

In addition to his previous comments, Mike Barile also recognized Maria Ehrhardt and Dr Carolyn Gbundlee for their contributions to IB implementation. They also highlighted initiatives in relation to scheduling.

There was no additional information for JWMS.

There was no report from Leigh Rankin, Director of Facilities.

#### Videotaping of Meetings

Rick Daniels highlighted the discussions he had with the crew that tapes the meetings in Deep River and with Dr. Gbundlee, at Valley. Dr. Gbundlee, in consultation with Chris LeQuire, indicated that she felt that recording the meetings for livestreaming was possible. With the board's agreement, the goal will be to begin broadcasting the meetings in the Fall. The resources of Valley Community Television will be used as a backup.

#### Financial Reports

The reports were postponed to the next meeting due to the absence of the business manager, due to illness.

#### Disposition of Records

It is required that the board authorize the disposition of past records, in accordance with CGS section 7-109.

A motion was made by DG Fitton and seconded by Lori Ann Clymas to authorize the chairperson to sign the request on behalf of the board. APPROVED 8-0.

#### Committee Reports

Policy – business and financial reports are being reviewed.  
Finance – meeting canceled.  
Curriculum – no report.  
Supervision – the superintendent search continues.  
Security Advisory Committee – security review processes continue.

### Superintendent's Report

Ongoing budget processes were reviewed.

### Assistant Superintendent's Report

Ongoing testing at the schools was discussed.

### Falls Landing Property

Michelle Grow presented information from a local realtor. She stated that this agent had a party interested in purchasing the property. It was noted that, for the sale of a public asset, that a formal process to select an agent and to accept offers was necessary.

A motion was made by DG Fitton and seconded by Jane Cavanaugh to issue an RFP for a realtor to market the Falls Landing Property. Approved 8-0.

### Executive Session

At 9:20, a motion was made by DG Fitton and seconded by Lori Ann Clymas to go in to executive session for the superintendent's evaluation and exit interview. APPROVED 8-0.

There being no further business, a motion was made by DG Fitton and seconded by Jane Cavanaugh to adjourn this meeting. APPROVED 7-0. (Daniels departed prior to Executive Session).

This regular meeting was adjourned at 9:35pm.

Richard R. Daniels, Jr

Secretary BOE