

**ESSEX ELEMENTARY SCHOOL
BOARD OF EDUCATION REGULAR MEETING
EES MEDIA CENTER
THURSDAY, November 09, 2023 7:00pm**

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

CALL TO ORDER

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

VERBAL ROLL CALL FOR BOE MEMBERS

Attendance:	Essex BOE Lon Seidman Mark Watson Nancy Johnston Marjorie Russell Cassandra Sweet Other attendees: Kelley Frazier, Clerk	Administration: Brian White David Kitzman Bob Grissom
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ELECTION OF OFFICERS

Mr. White opened the floor for the nominations for the office of chairman.

A motion was made by Mark Watson to nominate Lon Seidman as the Chairman of the Essex Elementary Board of Education. Nancy Johnston seconded the motion. The motion passed unanimously.

Chairman Seidman opened the floor for the following nominations:

A motion made by Nancy Johnston to nominate Mark Watson as the Vice Chair of the Essex Elementary Board of Education. Marjorie Russell seconded the motion. The motion passed unanimously.

A motion made by Marjorie Russell to nominate Nancy Johnston as the Secretary of the Essex Elementary Board of Education. Mark Watson seconded the motion. The motion passed unanimously.

CONSENT AGENDA

Upon a motion duly made and seconded the Essex Board of Education unanimously **VOTED** to approve the minutes from the regular meeting of September 14, 2023 and the Accounts Payable report as written.

PUBLIC COMMENT

No Comment.

Superintendent's Report

District Update – Information and Communication

No update.

Assistant Superintendent's Report

General Update

Ms. Brzozowy held her report until her presentation.

Financial Status Updates

Current Year to Date Financial Status Update

This report is through October. All financial obligations are expected to be met. The committed budget is 90%. Mr. Grissom discussed the encumbrances. EES is expected to be in a positive position by the end of the year.

Cafeteria Fund Update

Mr. Grissom gave the cafeteria reporting. Final bills for the equipment upgrades are being paid. The Fund is where it is expected to be. Questions regarding the number of milks given at breakfast will be discussed with the Food Service Director.

Medical Reserve Tracking

The fund is tracking as expected and is expected to trend as budgeted. The Fund Balance was discussed with the Insurance Consultant. The Finance Committee will continue to meet with the insurance consultant to discuss strategies on how to slow the rate of contributions.

ADM Calculation Methodology

Mr. Grissom discussed the ADM calculation in detail for EES and how the percentages are calculated for this year.

Grants Update

Mr. Grissom discussed the standard and recurring grants in detail.

PRINCIPAL'S REPORT- D. Kitzman

Mr. Kitzman gave a brief update. He discussed the initiatives for this year. Discussion held in how to support staff and students after COVID. It was suggested that paraprofessionals be informed in how to greet and comfort the children. This may be included in the paraprofessional meetings. Discussion held regarding the positive ways they are promoting positive behavior.

Other Items

Enrollment Projections and Section Analysis.

Dr. Brzozowy discussed the enrollment projections.

Presentation of 2021-22 Performance Profile Reports for EES

Dr. Brzozowy discussed the profile reports. This is 2 year old data. She also discussed the accountability matrix which measures the district with other districts. Additional information has become available and will be shared in an upcoming meeting. Measures of success were discussed. This will be discussed more extensively in December at the Joint Board meeting. The Universal Screener will be included next year's budget numbers. Mr. Kitzman discussed why the school needs a Universal Screener.

iReady was discussed and how it helps to know where students are in their academics and how to best support them.

Presentation of 2022-23 School Performance EES

Mr. Kitzman discussed School Performance at EES. Math is a focus. Comparison data was discussed.

Discussion and possible VOTE to accept a donation of \$53,480 from the Essex Foundation to be used at the discretion of administration to support enrichment activities at EES for the 2023-24 school year.

Upon a motion duly made and seconded the Essex Elementary Board of Education unanimously **VOTED** to accept a donation of \$53,400 from the Essex Foundation to be used at the discretion of administration to support enrichment activities at EES for the 2023-2024 school year.

Committee Reports**Curriculum**

No Update.

Finance

No Update.

Policy

No Update.

Supervision District Committee Updates

There is a vacancy. Marjorie Russell will be on this Board.

Other Committee Reports**LEARN Committee Update**

No Update.

Discussion Regarding any Pending Policy for all BOE's

No policies to approve.

PUBLIC COMMENT

No Comments.

EXECUTIVE SESSION-Negotiations- Review and Discussion RFP for HVAC Services

Upon a motion duly made and seconded the Region 4 Board unanimously **VOTED** to go into Executive Session at 9:22pm. Mr. White and Mr. Grissom were invited to attend.

Executive Session ended at 9:28pm.

Action Items:**Possible VOTE to approve the recommended firm's bid and direct the Superintendent or his designee to engage in contract negotiations.**

On motion duly made and seconded, the board unanimously **VOTED** to approve the recommended firm's bid and to direct the Superintendent or his designee to engage in contract negotiations.

FUTURE AGENDA ITEMS

Joint BOE Meeting Thursday, October 5, 2023 @ 7:00pm at Valley Regional High School

Regular Essex BOE Meeting Thursday, November 9, 2023 at 7:00pm @ EES Media Center

ADJOURNMENT

On motion duly made and seconded the Region 4 Board of Education unanimously **VOTED** to adjourn at 9:29p.m.

Respectfully Submitted,

Kelley Frazier Clerk



Essex Elementary School

Grants Presentation

School Year 2023-2024

Thursday, November 9, 2023

Standard & Recurring Pre-K to 6 Grants 2023-2024

- Title I
 - Improves the academic achievement of *low-income and disadvantaged students*, and the basic programs operated by the schools
- Title II
 - Increases student achievement through the improved quality and effectiveness of teachers, principals, and other school leaders; focuses on *Professional Development* of staff
- Title III
 - Helps ensure that *English learners*, including immigrant children and youth, attain English proficiency and develop high levels of academic achievement in English
 - Consortium Grant administered by LEARN
- Title IV
 - Improves students' academic achievement by increasing our capacity to:
 - i. provide all students with access to a *well-rounded education*;
 - ii. *improve school conditions* for student learning; and
 - iii. improve the *use of technology* in order to improve the academic achievement and digital literacy of all students.

Standard & Recurring Pre-K to 6 Grants 2023-2024

- IDEA 611
 - Serves *Special Education student needs*
 - Consortium Grant with Chester Elementary, Deep River Elementary, and Region 4 Schools
- IDEA 619
 - Serves *Special Education Pre-Kindergarten student needs*
 - Consortium Grant with the elementary schools in Chester and Deep River (not Region 4)
- Rural Education Achievement Program (REAP)
 - Essex began receiving this in 2022-2023 (other elementary schools have generally received this)
Provides supplemental funding to support any/all activities authorized through the TITLE Grants
- Food Service Grants
 - Various grants to compensate / reimburse the district for providing regular, free, and reduced priced meals to students through the National School Lunch Program (NSLP)
 - i. Meal Service Claims
 - ii. Healthy Food Certification
 - iii. CT Nutrition Match
 - iv. State Breakfast Award

Non-Recurring Grants - 2023-2024

- ARP ESSER III - ***FINAL YEAR***
 - Connecticut State-Level Priorities included:
 - Learning Acceleration, Academic Renewal, & Student Enrichment
 - Family and Community Connections
 - Social, Emotional, & Mental Health
 - Strategic Use of Technology & Staff Development
 - Building Safe & Healthy Schools
 - Three year grant, BUT 2023-24 is the final year of this grant
- ARPA Right to Read Grant - ***NEW***
 - Grant application currently *in process*
 - Funds to support local and regional boards of education in addressing educational disparities and increasing their *investment in evidence-based literacy teaching and learning aligned to the science of reading* (e.g., implementing a scientifically based, evidence-based approved curriculum literacy model or program, implementing an approved Grades K-3 universal screening reading assessment).
 - Will be followed up with the *ARP ESSER - Small Town Right to Read* grant for 23-24 & 24-25

Grant	Allocation 2023-2024	Uses of Funds
Title I	\$ 27,885	- Direct instruction and tutoring FTE services in literacy and reading for identified students - Supplies for tutoring and direct instructional services
Title II	\$ 6,880	- Professional Development supports for Staff in ELA, Mathematics, Science
Title III	\$ 1,462	- Purchase instructional materials and online access to learning software for English language learners
Title IV	\$ 10,000	- Purchase online resources to support blended learning and technology integration
IDEA 611	\$ 73,663	- Teaching Assistants & Paraeducators employed to assist in delivering general education curriculum to students - Costs to provide additional field trips and parent engagement activities for identified students - Purchase of supplies, instructional materials, equipment, and other services to directly support students
IDEA 619	\$ 3,935	- Teaching Assistants & Paraeducators employed to assist in delivering Pre-K curriculum to students
REAP	\$ 33,599	- Instructional Materials, Supporting Texts, and Consumables for Language Arts instruction & intervention
ARP ESSER III	\$ 58,802	- 0.5 Mathematics Specialist FTE to provide supplemental intervention needs - 0.4 Social Worker FTE
ARPA Right-to-Read	\$ 18,000	- Materials to support the implementation of the CT Right to Read legislation
TOTAL	\$ 229,840	

Thank you

REGIONAL SCHOOL DISTRICT NO. 4

CHESTER • DEEP RIVER • ESSEX

Brian J. White
Superintendent of Schools
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Christen Papallo
Director of Pupil Services
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Sarah Brzozowy, Ed.D.
Assistant Superintendent of Schools
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Robert Grissom
Finance Director
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Date: October 30, 2023

To: Brian White, Superintendent of Schools

From: Robert Grissom, Finance Director

RE: Average Daily Membership (ADM) Methodology & Calculation

Att: Average Daily Membership for Budget Year 2024-2025 – Region 4
Average Daily Membership for Budget Year 2024-2025 – Supervision District

Average daily membership (ADM) reflects resident students of fiscal responsibility to a municipality. It is the allowed method for regional school districts to allocate budgets. Per the State of Connecticut, students attending the Connecticut Technical High School System or state charter schools are not included in ADM. The ADM allocation rates for a given budget year are based on the October 1 student enrollment counts of the prior year. For example, the ADM rates to be used in the budget development and allocation of expenses for fiscal year 2024-2025 are based on the October 1, 2023 student count.

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

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

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

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

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

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

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

**AVERAGE DAILY MEMBERSHIP
FOR BUDGET YEAR 2024-2025**

Based on October 1 2023 State Reporting

REGION 4

JWMS

Grade	Chester	Deep River	Essex	Total
7th	30	39	39	108
8th	<u>27</u>	<u>43</u>	<u>44</u>	<u>114</u>
School Total*	57	82	83	222
Magnet	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
JWMS ADM TOTAL	57	82	83	222

Valley

Grade	Chester	Deep River	Essex	Total
9th	29	43	45	117
10th	25	36	52	113
11th	26	43	46	115
12th	<u>31</u>	<u>59</u>	<u>62</u>	<u>152</u>
School Total*	111	181	205	497
Magnet	2	-	-	2
VoAg	<u>1</u>	<u>2</u>	<u>1</u>	<u>4</u>
VALLEY ADM TOTAL	114	183	206	503

R4 ADM GRAND TOTAL	171	265	289	725
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<u>R4 ADM ALLOCATION</u>	<u>Chester</u>	<u>Deep River</u>	<u>Essex</u>	<u>Total</u>
2024-2025 R4 ADM	23.59%	36.55%	39.86%	100.00%
2023-2024 R4 ADM	22.71%	36.92%	40.37%	100.00%
Change over prior year	0.88%	-0.37%	-0.51%	

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

**AVERAGE DAILY MEMBERSHIP
FOR BUDGET YEAR 2024-2025**

Based on October 1 2023 State Reporting

SUPERVISION DISTRICT

Grade*	<u>Chester</u>	<u>Deep River</u>	<u>Essex</u>	<u>Total</u>
Pre-K	6	7	19	32
Kindergarten	15	32	37	84
1st	36	28	32	96
2nd	34	35	33	102
3rd	26	29	34	89
4th	33	30	41	104
5th	28	26	43	97
6th	39	22	38	99
School Total*	217	209	277	703

PK - 6 ADM TOTAL	217	209	277	703
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	<u>Chester</u>	<u>Deep River</u>	<u>Essex</u>	<u>Total</u>
Oct 1 2023 total count	217	209	277	703
2024-2025 Budget ADM 3-way	30.87%	29.73%	39.40%	100.00%
2023-2024 Budget ADM 3-way	32.31%	28.69%	39.00%	100.00%
Change over prior year	-1.44%	1.04%	0.40%	

	<u>Chester</u>	<u>Deep River</u>	<u>Essex</u>	<u>R4</u>	<u>Total</u>
Oct 1 2023 total count	217	209	277	725	1,428
2024-2025 Budget ADM 4-way	15.20%	14.64%	19.40%	50.77%	100.00%
2023-2024 Budget ADM 4-way	15.77%	14.00%	19.04%	51.19%	100.00%
Change over prior year	-0.57%	0.64%	0.36%	-0.42%	

*Grade and School totals include OOD placements, exclude non-resident tuition students and tech school students, per statute.