



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

**CHESTER BOARD OF EDUCATION**

**AGENDA**

**Public – please note:**

We anticipate being able to provide a hybrid option for this meeting.

If desired, please use dial-in information to join the anticipated hybrid meeting.

To: Members of the Chester Board of Education  
Subject: **Chester Board of Education meeting on Thursday, March 28, 2024**  
Time: **6:00 p.m.**  
Place: **Chester Elementary Media Center** or Dial (318) 814-8367 PIN: 379 656 021#

(We kindly ask that if participating remotely, you **please mute your phone immediately** upon connecting to the meeting as this will improve the audio quality for all participants. Google Meet may do this automatically, depending on the number of people already connected to the call. If so, pressing \*6 will unmute your phone when it's time to speak)

Mission Statement

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

1. **Call to order 6:00 p.m.** – D. Fitzgibbons
2. **Verbal roll call for BOE members**
3. **Consent agenda.** The following items are to be handled as combined and by single vote. Any Board member may request that an item be pulled out for further discussion.
  - 3.1. Minutes from the Regular Meeting of January 25, 2024 (*encl #1*)
  - 3.2. Minutes from Budget Workshop I on February 01, 2024 (*encl #2*)
  - 3.3. Minutes from Budget Workshop II on February 15, 2024 (*encl #3*)
  - 3.4. Accounts Payable report (*encl #4*)
4. **Public comment**

The public is reminded to state name for the record. Comments should be kept to a maximum of three minutes. Public comment is not intended to be a question and answer period; rather it is an opportunity for the Board to hear citizen comment related to educational matters
5. **Reports and Other Items:**
  - 5.1. **Superintendent's Report – B. White**
    - a. District update
    - b. Information and communication
  - 5.2. **Assistant Superintendent's Report – S. Brzozowy**
    - a. General update
  - 5.3. **Financial Status Report – R. Grissom**
    - a. Financial Status Updates
      - o Current Year to Date Financial Status Update (*encl #5*)
      - o Cafeteria Fund Update (*encl #6*)
      - o Medical Reserve Tracking (*encl #7*)
      - o Grants update (*as needed*)
    - b. Discussion and possible VOTE to approve a transfer of funds as presented
  - 5.4. **Principal's Report (*as needed*)**

Tyson Stoddard, CES

## 5.5. Other Items

- a. Discussion and possible VOTE to approve the proposed Chester Elementary School 2024-25 budget for presentation to the Town of Chester – *B. White / R. Grissom*

## 5.6. Committee reports (Chair)

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

<b>Curriculum</b>	<b>Finance</b>	<b>Policy</b>
Oct. 18 <sup>th</sup> , 2023 @ Noon	Oct. 18 <sup>th</sup> , 2023 @ Noon	Oct. 19 <sup>th</sup> , 2023 @ Noon
Dec. 13 <sup>th</sup> , 2023 @ Noon	Dec. 13 <sup>th</sup> , 2023 @ Noon	Dec. 14 <sup>th</sup> , 2023 @ Noon
Feb. 14 <sup>th</sup> , 2024 @ Noon	Feb. 14 <sup>th</sup> , 2024 @ Noon	Feb. 15 <sup>th</sup> , 2024 @ Noon
Apr. 17 <sup>th</sup> , 2024 @ Noon	Apr. 17 <sup>th</sup> , 2024 @ Noon	Apr. 18 <sup>th</sup> , 2024 @ Noon

- b. Supervision District Committee Update – *D. Fitzgibbons, D. Bernardoni, R. Greenberg-Ellis*
- c. LEARN Committee Update – *D. Bernardoni*
- d. Other committee reports (as needed)

### d.1 Discussion regarding any pending policies for all BOEs – *standing item*

The First Readings on these policies were held at the Feb. 22<sup>nd</sup> Joint BOE meeting – (the Second Reading and possible Vote to approve will be held at April 4<sup>th</sup> Joint BOE meeting.

#### Update Existing with the following:

- Policy #0521 Non Discrimination (*encl #8*)
- Policy #3280 Gifts, Grants, and Bequests (*encl #9*)
- Policy #5111 Age of Attendance (*encl #10*)
- Policy #5131.21 Physical Restraint and Seclusion (*encl #11*)

#### Adopt New:

- Policy #4112.5/4215.5 Employment and Student Teacher Checks (*encl #12*)
- Policy #4118.11/4218.11 Non Discrimination (Personnel) (*encl #13*)
- Policy #5145.4 Non Discrimination (Students) (*encl #14*)

## 6. Public Comment

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

## 7. Executive Session – Personnel – Superintendent’s Mid-Year Goals Update and Evaluation

## 8. Future Agenda Items

- 8.1 Joint BOE Meeting April 04, 2024 @ 6:30 p.m. at VRHS Media Center
- 8.2 Present proposed Chester BOE 2024-25 budget to Chester BOF/BOS /Wed., April 16, 2024 @ 7:00 p.m.
- 8.3 Present proposed Chester BOE 2024-25 budget on May 7, 2024 at Public Hearing @ 7:00 p.m.
- 8.4 Chester Town budget vote May 21, 2024 @ 7:00 p.m.
- 8.5 Chester BOE Regular Meeting May 23, 2024 @ 6:00 p.m. @ CES Media Center
- 8.6 Chester BOE Regular Meeting Thur., May 23, 2024 @ 6:00 p.m.

## 9. Adjournment



**Regional School District 4**  
**Chester – Deep River – Essex – Region 4**  
**Boards of Education Committees – School Year 2023-24 (Updates in Progress)**

<b><u>Joint BOE Standing Committees</u></b> (standing committees have regularly scheduled meetings)			
<b>*Joint PK-12 Policy Sub-Committee</b>	R4(Clark/Strauss) CH(Taigen/Scherber) DR(Maikowski/Grunko) ES (Seidman/TBD)		
<b>*Joint PK-12 Curriculum Sub-Comm.</b>	R4(Cavanaugh/Silva) CH(Bernardoni/Johnson) DR(McIntyre/Whelan) ES (Johnston/Russell)		
<b>*Joint PK-12 Finance Sub-Committee</b>	R4 (Clark/Daniels/Fearon) CH (Rice/TBD) DR (Rioux/TBD) ES (Seidman/Watson)		
<b>Supervision District Committee</b> (2 yr terms end in Nov. of the year listed after each name)	R4 (Sandmann 25 / Cavanaugh 25 / Stack 25) CH (Fitzgibbons 25 / Bernardoni 25 / Greenberg-Ellis 25) DR (Maikowski 25 / Ferretti 25 / Whelan 25) ES (Seidman 25 /Russell 25 / Johnston 25)		
<b><u>Joint Ad Hoc Committees</u></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/Sandmann/Strauss) CH (Taigen) DR (TBD) ES (Watson)	Expires 7/2025	6/2024
- Joint BOE Administrator negotiations	Same as ABOVE for Teacher negotiations		Expires 7/2026 9/2025
- Joint BOE Paraeducator negotiations	Same as BELOW for Net Techs et al.		Expires 7/2026 3/2026
- Joint BOE NetTechs et al negotiations (ElemSec/Elem Nurses/ElemNetTech/R4NetTEch/ElemCustodians) - Cafeteria (all schools)	R4 (Daniels/Sandmann/Strauss) CH (Fitzgibbons) DR (Maikowski/Ferretti) ES (Watson)	Expires 7/2026	3/2026
Technology	R4(Seidman), CH(TBD), ES (Seidman), DR (TBD)		
School Calendar	R4(Sandmann/Daniels), CH (TBD), ES (TBD), DR (TBD)		
LEARN Joint BOE representative(s)	R4(Cavanaugh), CH(Bernardoni), ES(TBD), DR(TBD)		
School Safety Committee	R4(Cavanaugh, Daniels), CH(Greenberg-Ellis), DR(TBD), ES(TBD)		
Tuition Committee	R4(Cavanaugh/Sandmann/Daniels), CH (Johnson), DR (TBD), ES (Seidman Alt.)		
RFP Review	R4(Cavanaugh/Daniels), CH (Scherber), DR (TBD), ES (Seidman/Johnston)		
<b><u>Individual BOE Ad Hoc Committees</u></b> (ad hoc committees meet for a designated period or as needed)			
<b><u>Chester BOE</u></b>			
CATV Advisory Council (Cable TV)	For Discussion		
<b><u>Deep River BOE</u></b>			
Facilities	Ferretti		
CATV Advisory Council (Cable TV)	TBD		
<b><u>Essex BOE</u></b>			
Building	Seidman		
Essex Foundation	TBD		
CATV Advisory Council (Cable TV)	TBD		
<b><u>Region 4 BOE</u></b>			
Personnel & Negotiations	<u>Contract duration</u>		<u>Initiate negotiations</u>
▪ R4 Secretaries/Nurses	Daniels/Sandmann/Strauss	Expires 7/2025	4/2025
▪ R4 Custodians	Daniels/Sandmann/Strauss	Expires 7/2024	3/2024
R4 Grounds and Buildings Maintenance & Oversight Committee	Stack/Seidman (alt. Sandmann)		
JWMS Security Project Building Committee	Daniels/ Cavanaugh/ Sandmann / Stack		
R4 Educational Foundation	TBD		
Region 4 Extra compensation points committee	Clark/Daniels/Sandmann (only 1 rep needed)		
R4 Fields Renovation Advisory Committee	Strauss / Fearon / Stack / Sandmann		

# CHESTER BOARD OF EDUCATION

Welcome to tonight's meeting of the Chester Board of Education. We appreciate your interest and attendance.

## WHO WE ARE:

We are fellow residents of Chester, elected by the community to serve 4 years (6-3 rotation) without compensation.

<b>David Fitzgibbons</b> , Chair	2027	<b>Maria Scherber</b>	2025	<b>Ken Rice</b> appt'd until Nov.	2025
<b>Dale Bernardoni</b> Vice-Chair	2027	<b>Rebecca Greenberg-Ellis</b>	2025	<b>Stuart Johnson</b> appt'd until Nov.	2025
<b>Lorraine Connelly</b> , Sec.	2027	<b>Jan Taigen</b>	2025	<b>Jennifer Blalock</b> appt'd until Nov.	2025

Our contact information is listed in the school calendar and the school web site ([www.reg4.k12.ct.us](http://www.reg4.k12.ct.us)).

We are assisted in the meeting by our school administration:

**Brian J. White**, Superintendent of Schools, Region 4 – Chester – Deep River - Essex  
**Sarah Brzozowy, Ed.D.**, Assistant Superintendent of Schools  
**Robert Grissom**, Finance Director  
**Tyson Stoddard**, Principal

Our board clerk is **Ms. Kelley Frazier**.

## HOW YOU CAN CONTRIBUTE AND PARTICIPATE:

We typically have two "audiences of citizens" during the meeting. During this part of the meeting, you can make comments, suggestions and ask questions. We ask you to limit comments to 3 minutes. If you share a common topic with others, we encourage the use of a single spokesperson for the group. As the intention of the audience of citizens is for the Board to listen to you, the Board may not respond immediately since we may not have discussed or taken a position on the topic...please don't take this as a sign of disinterest. Our standard of courtesy and respect for the opinions of others is the same as the one expected of our students.

We encourage written input to the Board to include suggestions on future agenda items. Upon request, letters can be read at the meeting as long as they focus on issues or policies and not people.

While we value your input, please know the Board of Education meeting is a "Meeting in Public" and not a "Public Meeting." We appreciate your helping us accomplish our agenda in a time effective manner.

## REGULAR MEETINGS:

Our regular meetings are normally held on the fourth Thursday of every other month, unless there is a conflict with school vacation. In addition we participate in meetings of the Joint Board of Education Committee every other month along with the Boards of Education of Chester, Deep River and Essex. Our agenda is posted at town hall and on the school website ([www.reg4.k12.ct.us](http://www.reg4.k12.ct.us)).

## EXECUTIVE SESSION:

The Board may occasionally meet in "Executive Session." This closed-door meeting is for discussing items of a sensitive nature, such as personnel issues or negotiation strategy.

## SPECIAL MEETINGS:

Special meetings may be called with 24 hours advanced notice, to discuss specific items. The agenda will be posted on the bulletin board by the cafeteria and the meeting will be limited to those items.

We appreciate your attendance this evening and invite your continued interest on behalf of the children and residents of Chester.

**CHESTER ELEMENTARY SCHOOL  
BOARD OF EDUCATION REGULAR MEETING  
MEDIA CENTER  
JANUARY 25, 2024 6:00pm**

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

**Chester BOE**

David Fitzgibbons  
Jan Taigen  
Dale Bernardoni  
Stuart Johnson  
Maria Scherber  
Rebecca Greenberg-Ellis  
Ken Rice  
Lorraine Connelly  
Other Attendees: Kelley Frazier, Clerk

**Administration**

Brian White  
Sarah Brzozowy  
Tyson Stoddard

**CALL TO ORDER**

The meeting was called to order by Mr. Fitzgibbons at 6:00p.m.

**VERBAL ROLL CALL FOR BOE MEMBERS**

Mr. Fitzgibbons did a verbal roll call of members.

**CONSENT AGENDA**

Upon a motion duly made and seconded the Chester Board of Education unanimously **VOTED** to approve the minutes from the regular meeting of November 20, 2023 and the Accounts Payable report as written.

**PUBLIC COMMENT**

Pat Bandzes is a Chester Select person and will be the liaison with the Board of Selectmen and the Board of Education. John O’Hare, Chester Board of Finance also introduced himself and will be the liaison for to the BOE.

**Superintendent’s Report**

**District Update – Information and Communication**

No Update.

**Assistant Superintendent’s Report**

**General Update**

Ms. Brzozowy gave a brief update. The literacy program is being mapped out for the elementary level. Elementary schools are working together to be cohesive. Implementation was discussed. Program options were discussed. Grants were discussed. I Ready assessment and kindergarten preparation for next year was also discussed. Information will be given to parents to help them make the best decision for their child.

## **Financial Status Updates**

### **Current Year to Date Financial Status Update**

This report is through December. All financial obligations are expected to be met. Trends are as expected.

### **Cafeteria Fund Update**

No Update.

### **Medical Reserve Tracking**

No update.

### **Grants Update**

No update.

## **Principal's Report**

Mr. Stoddard gave an update. Fifth and sixth grade students attended a Student Leadership workshop. A therapy dog is visiting the school. The STEAM fair and the Invention Convention will occur in February.

## **OTHER ITEMS**

No Discussion

## **Committee Reports**

### **Curriculum**

Three courses were discussed for the High School. Kindergarten considerations were also discussed for readiness for starting school. Options for the Write to Read were discussed. Funding options were discussed.

### **Finance**

The insurance consultant discussed the strategies for the insurance reserve. He will present to the Joint Board on February 22<sup>nd</sup>.

### **Policy**

A number of policies were reviewed during the meeting.

### **Supervision District Committee Updates**

The budget is being worked on. Full day preschool and the facilities director are currently in the proposed budget. Superintendent White discussed the projected Region 4 and Supervision District ADM for Chester.

## **Other Committee Reports**

### **LEARN Committee Update**

Ms. Bernardoni gave a brief report. LEARN is developing a plan to build a school in New London for Birth to 2<sup>nd</sup> grade. This is a new concept.

## **Discussion Regarding any Pending Policy for all BOE's**

No policies to approve.

**PUBLIC COMMENT**

No Comments.

**EXECUTIVE SESSION – INTERVIEW**

Upon a motion duly made and seconded the Chester Board of Education unanimously **VOTED** to go into Executive Session at 6:57.

Executive Session ended at 7:18pm.

**ACTION ITEM**

**Possible VOTE to appoint a candidate to fill a BOE vacancy until the next Municipal Election in 2025 at which time the position returns to the ballot for a full term 4 year vacancy.**

Candidate withdrew from the process. No action taken.

**FUTURE AGENDA ITEMS**

- Chester BOE Budget Workshops Feb 1, 15; Mar 24, 2024 @ 6:00pm @ CES Media Center
- Joint BOE Meeting February 22, 2024 @ 6:30pm at VRHS Media Center Library
- Chester BOE Regular Meeting March 28, 2024 at 6:00pm @ CES Media Center

**ADJOURNMENT**

On motion duly made and seconded the Region 4 Board of Education unanimously **VOTED** to adjourn at 7:20p.m.

Respectfully Submitted,

Kelley Frazier Clerk

**F.O.I. Compliance** – Subject to Board approval

**CHESTER BOARD of EDUCATION**

**Date:** February 01, 2024

**Budget Workshop I held in the Chester Elementary School Media Center**

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

<b>Attendance:</b>	<u>Board members</u>		<u>Administration:</u>		<u>Others:</u>	
	David Fitzgibbons	√	Brian White	√	James Grzybowski	√
√ = present	Jan Taigen		Robert Grissom	√		
	Lorraine Connelly	√	Sarah Brzozowy	√		
	Maria Scherber		Tyson Stoddard	√		
	Rebecca Greenberg-Ellis					
	Ken Rice	√				
	Stuart Johnson	√				
	Dale Bernardoni	√				
	(arrived approx. 6:05 p.m.)					
	VACANCY					

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

**Items/Discussion:**

The board reviewed and discussed the proposed Chester Elementary budget document for 2024-25 (see attached).

There was time for public comment - no comments were made.

The next Budget workshop is scheduled for February 15, 2024.

**ADJOURNMENT:**

On motion duly made and seconded, the board unanimously VOTED to adjourn at approx. 7:54 p.m.

**F.O.I. Compliance** – Subject to Board approval

**CHESTER BOARD of EDUCATION**

**Date:** February 15, 2024

**Budget Workshop II held in the Chester Elementary School Media Center**

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

<b>Attendance:</b>	<u>Board members</u>		<u>Administration:</u>		<u>Others:</u>	
	David Fitzgibbons	√	Brian White	√	Tyson Stoddard	√
√ = present	Jan Taigen	√	Robert Grissom	√	James Grzybowski	√
	Lorraine Connelly	√	Sarah Brzozowy	√		
	Maria Scherber	√				
	Rebecca Greenberg-Ellis					
	Ken Rice	√				
	Dale Bernardoni	√				
	Stuart Johnson (arrived	√				
	approx. 6:02 p.m.)					
	VACANCY					

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

**Items/Discussion:**

The board reviewed and discussed the proposed Chester Elementary budget document for 2024-25, and the revisions made to the budget since the first workshop (see attached).

**Public Comment** was moved forward in the agenda to occur prior to the Executive Session

Bonnie Bennett shared comments asking the Board to consider reducing staff in relation to the reduction of student numbers sooner, rather than later and to adjust class sizes accordingly for both financial and educational reasons. She also asked that the Board look at adding PK-6 into Region 4 and recommended the Board begin looking at bigger issues of staffing and additional regionalization.

By consensus of the Board, budget workshop III, currently scheduled for March 25<sup>th</sup>, will only be held if there is the need for a proposed increase in the budget from what was presented this evening.

On motion duly made and seconded, the Board unanimously VOTED to move into Executive Session at approx.. 6:58 p.m. for the purpose of interviewing candidates to fill a vacancy on the Board.

The Board returned from Executive Session at approx. 8:28 p.m.

On motion duly made and seconded, the Board unanimously VOTED to appoint Jennifer Blalock to fill a BOE vacancy until the next Municipal Election in 2025 at which time the position returns to the ballot for a full term 4 year vacancy.

**ADJOURNMENT:**

On motion duly made and seconded, the board unanimously VOTED to adjourn at approx. 8:32 p.m.

# REGIONAL SCHOOL DIST # 4



## AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 1000 1040

FOR: Cleared and Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
421198	01/10/2024	PRINTED	006432 A&A OFFICE SYSTEMS, INC	1,337.89			
421199	01/10/2024	PRINTED	002539 ALL WASTE, INC.	418.45			
421200	01/10/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	1,371.75			
421201	01/10/2024	PRINTED	006593 CRYSTAL ROCK LLC	53.96			
421202	01/10/2024	PRINTED	005231 CONNECTICUT INVENTION CON	250.00			
421203	01/10/2024	PRINTED	002534 DE LAGE LANDEN	399.00			
421204	01/10/2024	PRINTED	007592 DEMCO INC	632.38			
421205	01/10/2024	PRINTED	006719 EVERSOURCE	3,918.28			
421206	01/10/2024	PRINTED	002332 FIRST STUDENT INC	291.72			
421207	01/10/2024	PRINTED	006678 FRONTIER	367.81			
421208	01/10/2024	PRINTED	003273 GRAINGER	215.24			
421209	01/10/2024	PRINTED	007696 GRE FUND III HOLDCO LLC	223.52			
421210	01/10/2024	PRINTED	002217 KONE INC.	959.01			
421211	01/10/2024	PRINTED	005959 LEAF	524.00			
421212	01/10/2024	PRINTED	002267 SCHOOL SPECIALTY, LLC	698.15			
421213	01/10/2024	PRINTED	004016 STEWART'S MUSIC LLC	145.00			
421214	01/10/2024	PRINTED	002436 TREASURER REGIONAL SCHOOL	3,309.49			
421215	01/10/2024	PRINTED	002518 TREASURER SUPERVISION DIS	4,641.61			
421216	01/10/2024	PRINTED	008908 UBEO LLC	228.00			
421217	01/23/2024	PRINTED	006432 UBEO LLC	856.87			
421218	01/23/2024	PRINTED	006412 ASHLEIGH'S GARDEN	30.00			
421219	01/23/2024	PRINTED	008986 CENTRAL MECHANICAL SERVIC	5,480.04			
421220	01/23/2024	PRINTED	005835 CITIZENS BANK - HEALTH B	50,647.25			
421221	01/23/2024	PRINTED	002332 FIRST STUDENT INC	500.06			
421222	01/23/2024	PRINTED	008799 ELISA GROTE	20.98			
421223	01/23/2024	PRINTED	006411 SCHOLASTIC LIBRARY PUBLIS	1,066.00			
421224	01/23/2024	PRINTED	002267 SCHOOL SPECIALTY, LLC	449.08			
421225	01/23/2024	PRINTED	006358 TOP NOTCH ELECTRICAL SERV	1,080.07			
421226	01/23/2024	PRINTED	008420 TRAFERA	470.96			
421227	01/23/2024	PRINTED	002436 TREASURER REGIONAL SCHOOL	825.86			
421228	01/23/2024	PRINTED	002518 TREASURER SUPERVISION DIS	166,030.92			
421229	02/06/2024	PRINTED	002532 ALARM SYSTEMS	898.00			
421230	02/06/2024	PRINTED	002539 ALL WASTE, INC.	418.45			
421231	02/06/2024	PRINTED	008698 AMAZON CAPITAL SERVICES	558.80			
421232	02/06/2024	PRINTED	008986 CENTRAL MECHANICAL SERVIC	552.49			
421233	02/06/2024	PRINTED	002155 CONNECTICUT WATER CO	100.00			
421234	02/06/2024	PRINTED	006593 CRYSTAL ROCK LLC	53.96			
421235	02/06/2024	PRINTED	007556 DIME OIL, LLC	16,243.51			
421236	02/06/2024	PRINTED	006719 EVERSOURCE	4,276.60			
421237	02/06/2024	PRINTED	006678 FRONTIER	377.87			
421238	02/06/2024	PRINTED	007696 GRE FUND III HOLDCO LLC	162.04			
421239	02/06/2024	PRINTED	009024 GREAT BOOKS FOUNDATION	765.57			
421240	02/06/2024	PRINTED	002106 JONES SCHOOL SUPPLY	188.05			
421241	02/06/2024	PRINTED	005959 LEAF	524.00			
421242	02/06/2024	PRINTED	003129 AMY LIPPINCOTT	19.99			
421243	02/06/2024	PRINTED	005535 MINUTEMAN PRESS	234.30			
421244	02/06/2024	PRINTED	006110 PKF O'CONNOR DAVIES, LLP	1,655.00			
421245	02/06/2024	PRINTED	007238 PRO-ED INC.	59.40			
421246	02/06/2024	PRINTED	002267 SCHOOL SPECIALTY, LLC	935.82			
421247	02/06/2024	PRINTED	007180 TREASURER - STATE OF CONN	735.00			
421248	02/06/2024	PRINTED	008420 TRAFERA	99.99			
421249	02/06/2024	PRINTED	002436 TREASURER REGIONAL SCHOOL	39,001.81			

# REGIONAL SCHOOL DIST # 4



## AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 1000 1040

FOR: Cleared and Uncleared

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
421250	02/06/2024	PRINTED	002518 TREASURER SUPERVISION DIS	6,990.19			
421251	02/06/2024	PRINTED	005105 WB MASON CO., INC	637.92			
421252	02/06/2024	PRINTED	008378 WHOLE PHONICS	599.77			
421253	02/20/2024	PRINTED	005390 CATHERINE ANOUAR	411.84			
421254	02/20/2024	PRINTED	005835 CITIZENS BANK - HEALTH B	50,647.25			
421255	02/20/2024	PRINTED	002534 DE LAGE LANDEN	399.00			
421256	02/20/2024	PRINTED	005731 EDUCATIONAL PRODUCTS, INC	568.84			
421257	02/20/2024	PRINTED	008799 ELISA GROTE	104.90			
421258	02/20/2024	PRINTED	008142 LITERACY RESOURCES, LLC	1,033.56			
421259	02/20/2024	PRINTED	007441 INTERACTIVE EDUCATIONAL T	250.00			
421260	02/20/2024	PRINTED	008420 TRAFERA	139.99			
421261	02/20/2024	PRINTED	002436 TREASURER REGIONAL SCHOOL	744.23			
421262	02/20/2024	PRINTED	002518 TREASURER SUPERVISION DIS	195,212.01			
421263	02/20/2024	PRINTED	008908 UBEO LLC	228.00			
421264	02/20/2024	PRINTED	005775 VIA ACTUARIAL SOLUTIONS	1,200.00			
67 CHECKS				CASH ACCOUNT TOTAL	574,471.50	.00	

AP CHECK RECONCILIATION REGISTER

		UNCLEARED	CLEARED
67 CHECKS	FINAL TOTAL	574,471.50	.00

\*\* END OF REPORT - Generated by Robert Grissom \*\*

Chester Board of Education  
 FY 2023-2024 Year-to-Date Report as of 2-29-2024

Object	Description	2023-2024 Original Budget	2023-2024 Transfers	2023-2024 Revised Budget	2023-2024 Actual Expense YTD	2023-2024 Encumbrances	2023-2024 Available
<b><u>OBJECT 100 - SALARIES:</u></b>							
	<b>TOTAL SALARIES</b>	3,714,929	-	3,714,929	2,391,798	1,322,069	1,062
<b><u>OBJECT 200 - EMPLOYEE BENEFITS:</u></b>							
	<b>TOTAL EMPLOYEE BENEFITS</b>	1,154,097	-	1,154,097	844,729	265,799	43,569
<b><u>OBJECT 300 - PURCHASED &amp; TECHNICAL SERVICES:</u></b>							
	<b>TOTAL PURCHASED &amp; TECHNICAL SERVICES</b>	126,799	-	126,799	83,584	43,007	208
<b><u>OBJECT 400 - PURCHASED PROPERTY SERVICES:</u></b>							
	<b>TOTAL PURCHASED PROPERTY SERVICES</b>	216,391	-	216,391	147,131	56,179	13,081
<b><u>OBJECT 500 - OTHER PURCHASED SERVICES:</u></b>							
	<b>TOTAL OTHER PURCHASED SERVICES</b>	294,523	-	294,523	182,930	77,421	34,171
<b><u>OBJECT 600 - SUPPLIES:</u></b>							
	<b>TOTAL SUPPLIES</b>	239,346	-	239,346	147,050	31,109	61,188
<b><u>OBJECT 700 - PROPERTY:</u></b>							
	<b>TOTAL PROPERTY</b>	2,800	-	2,800	1,981	-	819
<b><u>OBJECT 800 - OTHER OBJECTS:</u></b>							
	<b>TOTAL OTHER OBJECTS</b>	4,995	-	4,995	3,880	414	701
	<b>SUBTOTAL</b>	<b>5,753,880</b>	<b>-</b>	<b>5,753,880</b>	<b>3,803,083</b>	<b>1,795,998</b>	<b>154,799</b>

Chester Board of Education  
FY 2023-2024 Year-to-Date Report as of 2-29-2024

Object	Description	2023-2024 Original Budget	2023-2024 Transfers	2023-2024 Revised Budget	2023-2024 Actual Expense YTD	2023-2024 Encumbrances	2023-2024 Available
<b>OBJECT 100 - SALARIES:</b>							
5111	Administration	166,329	-	166,329	110,389	57,575	(1,635)
5113	Teachers' Salaries	1,379,440	-	1,379,440	790,904	624,449	(35,913)
5114	Secretary Salaries	111,477	-	111,477	71,784	47,741	(8,048)
5115	Custodial Salaries	198,843	-	198,843	127,047	70,464	1,332
5116	Nurse Salary	57,292	-	57,292	33,030	25,144	(882)
5118	Food Service Dir/Bookkeeper/Cafeteria Salaries	65,543	-	65,543	33,894	19,628	12,022
5119	Para Educators	314,357	-	314,357	185,923	150,291	(21,857)
5123	Substitute Teachers	84,222	-	84,222	35,086	-	49,136
5124	Substitute Secretary/Para-Educators	8,000	-	8,000	10,843	-	(2,843)
5133	Coaches/Extra-Curricular	28,366	-	28,366	11,200	3,162	14,004
5134	Secretary OT	600	-	600	300	-	300
5135	Custodian OT	6,000	-	6,000	9,505	-	(3,505)
5138	Cafeteria OT	-	-	-	1,049	-	(1,049)
5198	Supervision District Salary	1,294,460	-	1,294,460	970,845	323,615	-
<b>TOTAL SALARIES</b>		<b>3,714,929</b>	<b>-</b>	<b>3,714,929</b>	<b>2,391,798</b>	<b>1,322,069</b>	<b>1,062</b>
<b>OBJECT 200 - EMPLOYEE BENEFITS:</b>							
5210	Health Insurance	607,767	-	607,767	455,825	151,942	-
5214	Life Insurance	3,393	-	3,393	1,760	104	1,529
5222	MERF	-	-	-	3,807	3,767	(7,574)
5223	FICA/Medicare	74,036	-	74,036	49,462	839	23,735
5250	Unemployment Compensation	6,500	-	6,500	-	-	6,500
5260	Worker's Compensation	22,504	-	22,504	14,667	4,890	2,948
5290	Other Employee Benefits	12,104	-	12,104	260	-	11,844
5291	Annuities	10,760	-	10,760	6,173	-	4,587
5298	Supervision District Fringe Benefits	417,033	-	417,033	312,775	104,258	-
<b>TOTAL EMPLOYEE BENEFITS</b>		<b>1,154,097</b>	<b>-</b>	<b>1,154,097</b>	<b>844,729</b>	<b>265,799</b>	<b>43,569</b>

Chester Board of Education  
FY 2023-2024 Year-to-Date Report as of 2-29-2024

Object		Description	2023-2024 Original Budget	2023-2024 Transfers	2023-2024 Revised Budget	2023-2024 Actual Expense YTD	2023-2024 Encumbrances	2023-2024 Available
<b>OBJECT 300 - PURCHASED &amp; TECHNICAL SERVICES:</b>								
5322		Professional Development Programs	7,850	-	7,850	2,720	4,922	208
5330		<b>Other Professional Services</b>						
	2134	Health	-	-	-	-	-	-
	2135	Physical Therapy	9,645	-	9,645	4,642	5,003	-
	2140	Other Services	7,500	-	7,500	2,800	4,700	-
	2310	BOE - Other Services	35,375	-	35,375	23,601	11,774	-
	2600	Building Study	-	-	-	-	-	-
		<b>TOTAL OTHER PROF SERVICES</b>	<b>52,520</b>	<b>-</b>	<b>52,520</b>	<b>31,042</b>	<b>21,478</b>	<b>-</b>
5398		Supervision District Purchased Svcs	66,429	-	66,429	49,822	16,607	-
<b>TOTAL PURCHASED &amp; TECHNICAL SERVICES</b>			<b>126,799</b>	<b>-</b>	<b>126,799</b>	<b>83,584</b>	<b>43,007</b>	<b>208</b>
<b>OBJECT 400 - PURCHASED PROPERTY SERVICES:</b>								
5411		Water	4,800	-	4,800	2,467	2,333	-
5412		Electricity	45,000	-	45,000	25,563	19,438	-
5430		<b>Repairs &amp; Maintenance</b>						
	1109	Music	800	-	800	145	-	655
	1110	Phys Ed	1,600	-	1,600	-	1,600	-
	1114	Computer Education	5,000	-	5,000	1,239	761	3,000
	2134	Health	250	-	250	75	-	175
	2150	Repairs & Maintenance	266	-	266	-	-	266
	2222	Library	800	-	800	822	-	(22)
	2410	Contracts	8,000	-	8,000	3,516	4,484	-
	2600	Plant Operations Repairs	83,303	-	83,303	56,613	21,274	5,416
		<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>100,019</b>	<b>-</b>	<b>100,019</b>	<b>62,410</b>	<b>28,119</b>	<b>9,490</b>
5440		Leases	61,967	-	61,967	53,238	5,138	3,590
5498		Supervision District Purchased Property Services	4,605	-	4,605	3,454	1,151	-
<b>TOTAL PURCHASED PROPERTY SERVICES</b>			<b>216,391</b>	<b>-</b>	<b>216,391</b>	<b>147,131</b>	<b>56,179</b>	<b>13,081</b>

Chester Board of Education  
FY 2023-2024 Year-to-Date Report as of 2-29-2024

Object		Description	2023-2024 Original Budget	2023-2024 Transfers	2023-2024 Revised Budget	2023-2024 Actual Expense YTD	2023-2024 Encumbrances	2023-2024 Available
<b>OBJECT 500 - OTHER PURCHASED SERVICES:</b>								
5511		Out-of-District Transportation	-	-	-	-	-	-
5515		Field Trips & School Events	22,350	-	22,350	2,947	14,133	5,270
5520		Comprehensive Insurance	44,755	-	44,755	31,963	10,658	2,134
5530		Communications	9,160	-	9,160	4,367	4,673	120
5561		Out-of-District Tuition	20,000	-	20,000	-	-	20,000
5580		Travel & Conferences	8,300	-	8,300	1,185	468	6,647
5598		Supervision District Other Purchased Services	189,958	-	189,958	142,468	47,490	-
<b>TOTAL OTHER PURCHASED SERVICES</b>			294,523	-	294,523	182,930	77,421	34,171
<b>OBJECT 600 - SUPPLIES:</b>								
5610		<b>General Supplies</b>						
	2310	Principal's Office	500	-	500	-	277	223
	2410	Office Supplies	7,850	-	7,850	3,946	1,785	2,119
		<b>TOTAL INSTRUCTIONAL SUPPLIES</b>	8,350	-	8,350	3,946	2,062	2,342
5611		<b>Instructional Supplies</b>						
	1101	Art	3,850	-	3,850	2,963	-	887
	1103	Language Arts	9,223	-	9,223	7,153	644	1,426
	1104	Foreign Language (FLES)	814	-	814	90	-	724
	1107	Kindergarten	1,763	-	1,763	1,602	-	161
	1108	Mathematics	5,291	-	5,291	3,870	460	961
	1109	Music	2,020	-	2,020	1,022	330	668
	1110	Physical Education	1,190	-	1,190	790	117	284
	1111	Reading	800	-	800	761	35	4
	1112	Science	9,306	-	9,306	2,337	1,895	5,074
	1113	Social Studies	3,578	-	3,578	1,925	389	1,264
	1114	Technology Education	3,500	-	3,500	-	-	3,500
	1190	Testing	16,054	-	16,054	5,311	2,644	8,100
	1207	Technology	13,100	-	13,100	2,127	210	10,763
	1210	Gifted and Talented	3,038	-	3,038	1,793	39	1,207
	1215	Special Education	1,976	-	1,976	1,855	115	6
	2134	Nurse	4,090	-	4,090	1,224	87	2,779
	2150	Speech Hearing	1,101	-	1,101	1,001	95	5
	2213	Social Development	6,000	-	6,000	4,778	10	1,212
	2222	Library	1,400	-	1,400	592	-	808
		<b>TOTAL INSTRUCTIONAL SUPPLIES</b>	88,094	-	88,094	41,192	7,069	39,833

Chester Board of Education  
FY 2023-2024 Year-to-Date Report as of 2-29-2024

Object		Description	2023-2024 Original Budget	2023-2024 Transfers	2023-2024 Revised Budget	2023-2024 Actual Expense YTD	2023-2024 Encumbrances	2023-2024 Available
5613		Operations Maintenance Supplies	30,500	-	30,500	13,618	4,668	12,214
5624		Heating Fuel Natural Gas	42,000	-	42,000	32,338	9,662	-
5626		Gasoline	600	-	600	242	358	-
5641		<b>Instructional Materials</b>						
	1103	Language Arts	2,645	-	2,645	1,397	755	493
	1104	Foreign Language (FLES)	-	-	-	-	-	-
	1107	Kindergarten	1,000	-	1,000	686	-	314
	1108	Mathematics	5,356	-	5,356	5,166	-	190
	1111	Reading	14,075	-	14,075	13,514	512	49
	1112	Science	3,457	-	3,457	811	-	2,646
	1113	Social Studies	2,246	-	2,246	943	450	853
	1114	Computer Education	6,700	-	6,700	6,632	-	68
	1210	Gifted and Talented	-	-	-	-	-	-
	1215	Special Education	2,143	-	2,143	1,019	-	1,124
		<b>TOTAL INSTRUCTIONAL MATERIALS</b>	<b>37,622</b>	<b>-</b>	<b>37,622</b>	<b>30,167</b>	<b>1,717</b>	<b>5,738</b>
5642		Library Books	13,950	-	13,950	11,874	1,016	1,059
5698		Supervision District Supplies	18,230	-	18,230	13,673	4,557	-
<b>TOTAL SUPPLIES</b>			<b>239,346</b>	<b>-</b>	<b>239,346</b>	<b>147,050</b>	<b>31,109</b>	<b>61,188</b>
<b>OBJECT 700 - PROPERTY:</b>								
5730		Equipment	2,800	-	2,800	1,981	-	819
5798		Supervision District Equipment	-	-	-	-	-	-
<b>TOTAL PROPERTY</b>			<b>2,800</b>	<b>-</b>	<b>2,800</b>	<b>1,981</b>	<b>-</b>	<b>819</b>
<b>OBJECT 800 - OTHER OBJECTS:</b>								
5810		<b>Dues &amp; Fees</b>						
	2134	Board of Education	150	-	150	141	-	9
	2310	School Dues & Fees	2,000	-	2,000	1,979	-	21
	2410	School Dues & Fees	809	-	809	518	-	291
	2905	School Dues & Fees	380	-	380	-	-	380
		<b>TOTAL DUES &amp; FEES</b>	<b>3,339</b>	<b>-</b>	<b>3,339</b>	<b>2,638</b>	<b>-</b>	<b>701</b>
5898		Supervision District Other Objects	1,656	-	1,656	1,242	414	-
<b>TOTAL OTHER OBJECTS</b>			<b>4,995</b>	<b>-</b>	<b>4,995</b>	<b>3,880</b>	<b>414</b>	<b>701</b>
<b>SUBTOTAL</b>			<b>5,753,880</b>	<b>-</b>	<b>5,753,880</b>	<b>3,803,083</b>	<b>1,795,998</b>	<b>154,799</b>

**Chester Cafeteria Expense and Revenue Tracking**

Chester 2023-2024		July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Eligible Students - Free		0	50	49	43	43	48	47	51					331
Eligible Students - Reduced		0	3	7	7	7	6	6	6					42
Eligible Students - Full Pay		0	153	151	157	158	155	155	151					1,080
<b>Total Enrollment</b>		<b>0</b>	<b>206</b>	<b>207</b>	<b>207</b>	<b>208</b>	<b>209</b>	<b>208</b>	<b>208</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,453</b>
Breakfast - Free meals served		0	8	207	256	255	218	328	323					1,595
Breakfast - Reduced meals served		0	0	39	50	64	35	44	47					279
Breakfast - Full Pay meals served		0	28	722	1,088	978	807	1,073	989					5,685
Lunch - Free meals served		0	61	617	689	571	511	712	624					3,785
Lunch - Reduced meals served		0	3	49	77	76	41	65	55					366
Lunch - Full Pay meals served		0	123	1,304	1,577	1,308	1,109	1,580	1,356					8,357
object	<b>Total Meal Count</b>	<b>\$ -</b>	<b>223</b>	<b>2,938</b>	<b>3,737</b>	<b>3,252</b>	<b>2,721</b>	<b>3,802</b>	<b>3,394</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,067</b>
4090	Miscellaneous Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4160	Café Lunch Cash Sales	\$ 250	\$ 129	\$ 3,910	\$ 4,622	\$ 3,780	\$ 3,065	\$ 4,862	\$ 4,166					\$ 24,782
4360	State & Fed Grants - Claims breakfast	\$ -	\$ -	\$ 852	\$ 1,096	\$ 1,080	\$ 873	\$ 1,243	\$ 1,205					\$ 6,349
4360	State & Fed Grants - Claims lunch	\$ -	\$ -	\$ 3,653	\$ 3,856	\$ 3,243	\$ 2,773	\$ 3,908	\$ 3,406					\$ 20,838
4360	State & Fed Grants - 6 Cent	\$ -	\$ -	\$ 173	\$ 187	\$ 156	\$ 133	\$ 189	\$ 163					\$ 1,001
4360	State & Fed Grants - Healthy Foods	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
4360	State & Fed Grants - CN State Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
4360	State & Fed Grants - State School Breakfast	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
4360	State & Fed Grants - STABLE Funds	\$ -	\$ -	\$ 1,458	\$ 2,113	\$ 1,908	\$ 1,560	\$ 2,078	\$ 1,915					\$ 11,032
4360	State & Fed Grants - Supply Chain Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,002	\$ -	\$ -					\$ 10,002
4360	State & Fed Grants - Emerg. Oper. Costs Reimb.	\$ -	\$ -	\$ -	\$ 653	\$ -	\$ -	\$ -	\$ -					\$ 653
4361	USDA commodities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Revenue</b>	<b>\$ 250</b>	<b>\$ 129</b>	<b>\$ 10,045</b>	<b>\$ 12,527</b>	<b>\$ 10,167</b>	<b>\$ 18,406</b>	<b>\$ 12,280</b>	<b>\$ 10,855</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 74,657</b>
5111	Administrator Salary													\$ -
5114	Secretary Salary													\$ -
5118	Food Service Salary													\$ -
5124	Sub Secty\ Café													\$ -
5138	OT Cafeteria Salary													\$ -
	<b>Total Salaries</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
5210	Health Insurance													\$ -
5214	Life Insurance													\$ -
5222	Merf													\$ -
5223	Fica/Medicare													\$ -
	<b>Total Benefits</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Salary &amp; Benefit Cost</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
5430	Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
5600	All - Supplies / Energy	\$ -	\$ -	\$ 1,102	\$ 781	\$ 245	\$ 403	\$ 311	\$ 212					\$ 3,055
5601	USDA Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
5610	General Supplies	\$ -	\$ -	\$ 7,637	\$ 4,590	\$ 4,608	\$ 2,702	\$ 4,735	\$ 5,789					\$ 30,062
5800	All - Other Misc. Expense	\$ -	\$ 1,283	\$ 218	\$ 197	\$ 175	\$ 155	\$ 227	\$ 199					\$ 2,455
5890	Other Objects	\$ -	\$ -	\$ -	\$ 4,609	\$ 22,724	\$ 2,145	\$ -	\$ -					\$ 29,478
	<b>Total Product Cost</b>	<b>\$ -</b>	<b>\$ 1,283</b>	<b>\$ 8,958</b>	<b>\$ 10,177</b>	<b>\$ 27,753</b>	<b>\$ 5,405</b>	<b>\$ 5,273</b>	<b>\$ 6,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 65,050</b>
	<b>Total Product, Salary &amp; Benefit Costs</b>	<b>\$ -</b>	<b>\$ 1,283</b>	<b>\$ 8,958</b>	<b>\$ 10,177</b>	<b>\$ 27,753</b>	<b>\$ 5,405</b>	<b>\$ 5,273</b>	<b>\$ 6,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 65,050</b>
	<b>Profit (Loss)</b>	<b>\$ 250</b>	<b>\$ (1,155)</b>	<b>\$ 1,087</b>	<b>\$ 2,349</b>	<b>\$ (17,586)</b>	<b>\$ 13,001</b>	<b>\$ 7,006</b>	<b>\$ 4,655</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,607</b>
	Operating Days	0	2	19	21	18	15	20	18	19	17	22	9	180
	Lunch Participation	#DIV/0!	45.4%	50.1%	53.9%	52.2%	53.0%	56.7%	54.4%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	4.8%
	Breakfast Participation	#DIV/0!	8.7%	24.6%	32.1%	34.6%	33.8%	34.7%	36.3%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2.9%
	Meals Product Cost	#DIV/0!	\$ 5.75	\$ 3.05	\$ 2.72	\$ 8.53	\$ 1.99	\$ 1.39	\$ 1.83	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
	Labor/Meal	#DIV/0!	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
	#DIV/0!	\$ 5.75	\$ 3.05	\$ 2.72	\$ 8.53	\$ 1.99	\$ 1.39	\$ 1.39	\$ 1.83	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
	unpaid lunch balances - monthly value	\$ -	\$ (68)	\$ (575)	\$ (893)	\$ (1,156)	\$ (1,419)	\$ (1,728)	\$ (1,917)					
	lunch account balances- monthly value	\$ 5,091	\$ 4,810	\$ 4,655	\$ 4,547	\$ 4,732	\$ 4,414	\$ 4,969	\$ 5,276					
	Month End Checking Account Balance	\$ 65,742	\$ 69,221	\$ 76,782	\$ 68,357	\$ 48,661	\$ 65,408	\$ 71,230	\$ 75,545					

Encl #7

**Medical Reserve Tracking**  
**Chester, Deep River, Essex, Regional School**  
**District No. 4, and the Supervision District**  
 As of: 2.29.2024

2023-2024

Monthly Revenue	July	August	September	October	November	December	January	February	March	April	May	June	Total
First Week	68,153	55,608	96,577	9,287	50,414	55,444	53,485	91,252					480,219
2nd Week	171,769	153,805	114,680	227,404	199,354	359,717	171,388	231,778					1,629,896
3rd Week	100,774	68,488	96,861	142,191	294,007	139,050	93,164	170,324					1,104,860
4th Week	34,431	138,013	58,230	111,499	58,751	116,245	188,784	67,845					773,797
5th week	75,766			89,834			126,396						291,996
H S A Payments	177,205	22,037	128,693	51,404	31,996	29,782	121,461						562,579
Medicare Supp.	7,883	7,754	8,271	8,271	8,229	8,224	8,614	8,144					65,390
Miscellaneous exp	1,272				10,000			10,000					21,272
<b>Total Expenses</b>	<b>637,254</b>	<b>445,705</b>	<b>503,311</b>	<b>639,891</b>	<b>652,750</b>	<b>708,462</b>	<b>763,292</b>	<b>579,343</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,930,008</b>
Monthly Revenue	July	August	September	October	November	December	January	February	March	April	May	June	Total
Supv Dist.	110,659	110,659	110,659	110,659	110,659	110,659	110,659	110,659					885,271
Reg 4	191,580	191,580	191,580	191,580	191,580	191,580	191,580	191,580					1,532,640
Chest. BOE	50,647	50,647	50,647	50,647	50,647	50,647	50,647	50,647					405,178
Deep River BOE	55,557	55,557	55,557	55,557	55,557	55,557	55,557	55,557					444,459
Essex BOE	73,604	73,604	73,604	73,604	73,604	73,604	73,604	73,604					588,829
First Pay EE	-	-	56,389	64,851	64,242	64,432	63,525	64,086					377,525
Second Pay EE	238	-	64,862	65,869	64,646	64,106	63,477	63,867					387,066
TRB			18,959			19,399							38,359
Retirees	27,624	16,903	8,310	19,076	16,171	14,603	24,141	8,179					135,008
Other Rev.													-
<b>Total Revenue</b>	<b>509,910</b>	<b>498,950</b>	<b>630,568</b>	<b>631,844</b>	<b>627,106</b>	<b>644,588</b>	<b>633,191</b>	<b>618,180</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,794,336</b>
<b>Net Rev/Exp/Month</b>	<b>(127,344)</b>	<b>53,245</b>	<b>127,257</b>	<b>(8,047)</b>	<b>(25,644)</b>	<b>(63,874)</b>	<b>(130,101)</b>	<b>38,836</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
Self Insured cash balance at month end	\$ 6,822,206	\$ 7,086,296	\$ 7,064,974	\$ 7,139,935	\$ 7,305,209	\$ 7,136,206	\$ 6,972,585	\$ 6,978,384					

Revenue (YTD) 4,794,336  
 Expenses (YTD) 4,930,008  
 Net Position (135,672)

## NON-DISCRIMINATION

### *Protected Class Discrimination Prohibited:*

It is the policy of the Chester, Deep River, Essex and Region 4 Boards of Education (the “Board”) that any form of discrimination or harassment on the basis of race, religion, color, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, or any other basis prohibited by state or federal law (“Protected Class”) is prohibited in the Chester, Deep River, Essex, and Region 4 Public Schools (the “District”), whether by students, Board employees, Board members or third parties subject to the control of the Board. The Board’s prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics, school-sponsored activities, as well as the district website. When the Board has created a limited public forum, the Board shall provide equal access to groups as required by law.

### *Retaliation Prohibited:*

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

### *Discrimination on the Basis of Protected Class Association Prohibited:*

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment, and is therefore prohibited by this policy.

### *Scope and Applicability:*

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

***Definitions:***

The following definitions apply for purposes of this policy:

A. Discrimination: Discrimination in violation of this policy occurs when an individual is denied participation in, or the benefits of, a program or activity of the Board because of such individual's actual or perceived membership in a Protected Class.

B. Harassment: Harassment is a form of Protected Class discrimination that is prohibited by law and by this policy. Harassment constitutes unlawful discrimination when it creates a hostile environment, which occurs when the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit an individual's ability to participate in or benefit from the services, activities, or opportunities offered by the District.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- other words or phrases considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership;
- bigoted conduct or communications; or
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Sexual harassment is a form of harassment that is prohibited by law and Board policy. For more information regarding harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, contact the District's Title IX Coordinator at:

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT 06417  
(860) 526-2417**

C. Gender identity or expression: Gender identity or expression refers to a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or

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treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

D. Sexual orientation: Sexual orientation refers to a person's identity in relation to the gender or genders to which they are romantically, emotionally or sexually attracted, inclusive of any identity that a person (i) may have previously expressed, or (ii) is perceived by another person to hold.

E. Veteran: A veteran is any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from, active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. "Qualifying condition" means (i) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (ii) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (iii) a determination that sexual orientation, gender identity or gender expression was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

F. Race: The term race is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. "Protective hairstyles" includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

G. Domestic violence: Domestic violence means (1) a continuous threat of present physical pain or physical injury against a family or household member, as defined in Conn. Gen. Stat. § 46b-38a; (2) stalking, including but not limited to, stalking as described in Conn. Gen. Stat. § 53a-181d, of such family or household member; (3) a pattern of threatening, including but not limited to, a pattern of threatening as described in Conn. Gen. Stat. § 53a-62, of such family or household member or a third party that intimidates such family or household member; or (4) coercive control of such family or household member, which is a pattern of behavior that in purpose or effect unreasonably interferes with a person's free will and personal liberty. "Coercive control" includes, but is not limited to, unreasonably engaging in any of the following: (a) isolating the family or household member from friends, relatives or other sources of support; (b) depriving the family or household member of basic necessities; (c) controlling, regulating or monitoring the family or household member's movements, communications, daily behavior, finances, economic resources or access to services; (d) compelling the family or household member by force, threat or intimidation, including, but not limited to, threats based on actual or suspected immigration status, to (i) engage in conduct from which such family or household member has a right to abstain, or (ii) abstain from conduct that such family or household member has a right to pursue; (e) committing or threatening to

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commit cruelty to animals that intimidates the family or household member; or (f) forced sex acts, or threats of a sexual nature, including, but not limited to, threatened acts of sexual conduct, threats based on a person's sexuality or threats to release sexual images.

***Alleged Discrimination/Harassment of Students or Employees:***

Complaints of alleged discrimination and/or harassment of students and/or employees will be investigated in accordance with the non-discrimination policies applicable to students and/or personnel respectively. Complaints pertaining to specific forms of discrimination and/or harassment, such as sexual harassment or disability-based harassment, have specific policies and procedures applicable to these forms of harassment and will be investigated in accordance with the specific procedures for such issues. If a complaint involves allegations of discrimination or harassment of an employee or of a student based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy #4118.11/4218.11, Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel), or Policy #5145.51, Policy Regarding Title IX of the Educational Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment (Students). Complaints involving allegations of discrimination or harassment of an employee or of a student based on disability will be addressed in accordance with the procedures set forth in this policy.

***Alleged Discrimination/Harassment of Community Members on the Basis of Sex:***

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g., an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) on the basis of sex, sexual orientation, pregnancy, or gender identity or expression, the complaint shall be referred to the District's Title IX Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

***Alleged Discrimination/Harassment of Community Members on the Basis of Disability:***

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g., an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) based on disability, the complaint shall be referred to the Assistant Superintendent, who shall take steps designed to ensure that applicable state and federal law are followed.

***Reporting to District Officials:***

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment.

Any individual who believes a community member has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of this policy should report such concern in writing to the Assistant Superintendent in accordance with the Board's complaint procedures.

***Reporting to State and Federal Agencies:***

In addition to reporting to District officials in accordance with this policy, individuals also may file a complaint with the following agencies:

Office for Civil Rights, U.S. Department of Education ("OCR"):

Office for Civil Rights, Boston Office  
U.S. Department of Education  
8th Floor  
5 Post Office Square  
Boston, MA 02109-3921  
(617-289-0111)  
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities  
450 Columbus Blvd.  
Hartford, CT 06103-1835  
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Equal Employment Opportunity Commission (employees only):

Equal Employment Opportunity Commission, Boston Area Office  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
(800-669-4000)

***Questions/Requests for Accommodation:***

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who:

1. has questions or concerns about this policy or its accompanying regulations;  
OR
2. wishes to request or discuss accommodations based on religion; OR

3. who would like a copy of the Board’s complaint procedures or complaint forms related to claims of discrimination or harassment:

may contact any District administrator or the following District official:

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT 06417  
(860) 526-2417**

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board’s policies regarding discrimination or harassment on the basis of gender/sex, gender identity or expression, sexual orientation or pregnancy may contact the District’s Title IX Coordinator:

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT 06417  
(860) 526-2417**

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board’s policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may contact:

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT 06417  
(860) 526-2417**

Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.  
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.  
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.  
Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905  
Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.  
Americans with Disabilities Act, 42 U.S.C. § 12101  
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794  
Connecticut General Statutes § 1-1n, “Gender Identity or Expression”  
defined  
Connecticut General Statutes § 27-103  
Connecticut General Statutes § 46a-51, Definitions  
Connecticut General Statutes § 46a-58, Deprivation of rights  
Connecticut Fair Employment Practices Act, Connecticut General Statutes  
§ 46a-60  
Connecticut General Statutes § 46a-81c, Sexual orientation discrimination:  
Employment

Connecticut General Statutes § 46b-1, Family relations matters and  
domestic violence defined  
Public Act No. 23-145, “An Act Revising the State’s Antidiscrimination  
Statutes”

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

9/29/23

**APPENDIX A**

**DISCRIMINATION/HARASSMENT COMPLAINT FORM**

**(For complaints based on race, religion, color, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, or any other basis prohibited by state or federal law)**

Name of the reporter \_\_\_\_\_

Name of the complainant/victim \_\_\_\_\_

School/program and grade of the complainant/victim \_\_\_\_\_

Reporter's Relationship to the complainant/victim \_\_\_\_\_

Date of the complaint \_\_\_\_\_

Date of the alleged discrimination/harassment \_\_\_\_\_

Name or names of the discriminator(s) or harasser(s) \_\_\_\_\_

\_\_\_\_\_

Location where such discrimination/harassment occurred \_\_\_\_\_

\_\_\_\_\_

Name(s) of any witness(es) to the discrimination/harassment \_\_\_\_\_

\_\_\_\_\_

Detailed statement of the circumstances constituting the alleged discrimination or harassment \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed remedy \_\_\_\_\_

## Business

### Gifts, Grants and Bequests

A donor who wishes to present a gift to the Public Schools Of Chester, Deep River, Essex, Regional School District No. 4 and Supervision District will submit a letter identifying the subject and purpose of the gift and any restrictions that may apply for official action and recognition by the Board of Education. *Stewardship of any gift or bequest shall be administered by the Superintendent consistent with the wishes of the donor. If it is not possible to obtain guidance from the donor, written guidelines shall be developed by the Superintendent and approved by the Board of Education.*

The Superintendent is authorized to accept a donation valued at \$1000 or less, and shall inform the Board of Education of such donation at an upcoming meeting.

To be accepted, a gift must satisfy the following criteria:

- The use of the gift will be consistent with the goals of the educational program;
- The donor represents an acceptable group, organization or individual;
- The gift will become the property of the school system, and may be assigned to a particular school or program.

The letter from the donor and the proposed gift will be evaluated on the following criteria:

- The gift will comply with the provisions of local policies or regulations as well as applicable State and Federal laws;
- The gift will not require new or more personnel to use this gift;
- The gift will not require the assumption of the responsibilities for a new program by the Boards of Education, if it is unable to support this project once the gift has been used;
- The gift will not produce hidden or undesirable, new financial expenses;
- The gift will not introduce unusual restrictions, inequities or limitations upon the existing school program or table of allowances;
- The gift will be appropriate to the best education of students;
- The gift will not imply endorsement of any business or product;
- The gift will not violate the principal of equal opportunity for all students at a given grade level and/or would not create significant inequities among district schools of similar grade levels.

Any gift rejected by the Board of Education shall be returned to the donor or the donor's estate within 60 days, with a statement indicating the reason for rejection of such gift.

Legal Reference: Connecticut General Statutes

7-194 Powers.

10-9 Bequests for educational purposes.

Policy revised: TBD

Policy reviewed: May 21, 2018

Policy approved: April 30, 1997

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

**Students**

**Age of Attendance**

The Chester, Deep River, Essex, and Region 4 Boards of Education (the “Board”) complies with its legal obligation to cause each child five years of age and over and under eighteen years of age who is not a high school graduate and is residing within the Board’s jurisdiction to attend school in accordance with Connecticut General Statutes § 10-184.

Effective July 1, 2024, the Chester, Deep River, and Essex Public Schools (the “District”) shall be open to resident children five years of age and over who reach age five on or before the first day of September of any school year. For children who will not reach the age of five on or before the first day of September of the school year, the child’s parent or guardian may submit a written request to the principal of the school seeking early admission to the District. Upon receipt of such written request, the principal and an appropriate certified staff member shall assess such child to determine whether admitting the child is developmentally appropriate. For decisions relating to early admission to the District, the decision of the principal and appropriate certified staff shall be final.

The Superintendent or designee shall be responsible for developing administrative regulations in furtherance of this policy. Such regulations shall identify procedures for the receipt and processing of requests for early admission to the District and for assessing whether early admission of a child is developmentally appropriate.

Legal Reference:

Connecticut General Statutes

- 10-15c      Discrimination by public schools prohibited. School attendance for five-year-olds
- 10-220      Duties of boards of education
- 10-221      Board of education to prescribe rules, policies, and procedures
- 10-184      Duties of parents. School attendance age requirements

Public Act 23-208, “An Act Making Certain Revisions to the Education Statutes.”

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

10/3/23

**Students****Physical Restraint and Seclusion of Students**

The Chester, Deep River, Essex and Region 4 Boards of Education (the “Board”) seeks to foster a safe and positive learning environment for all students. Board employees will restrict the use of physical restraint and seclusion of students to emergency situations, in accordance with this policy and accompanying administrative regulations and applicable law. Physical restraint or seclusion of a student may be necessary in an emergency situation to maintain the safety of the student or another individual. The Board also regulates the use of exclusionary time out in accordance with this policy and accompanying regulations and applicable law.

The Board authorizes the Superintendent or his/her designee to develop and implement administrative regulations in accordance with this policy and applicable law. The Board mandates compliance with this policy and the associated administrative regulations at all times. Violations of this policy and/or associated administrative regulations by a Board staff member or other individual working at the direction of, or under the supervision of, the Board, may result in disciplinary action, up to and including possible termination of employment status and/or termination of contract for services.

Nothing within the associated administrative regulations shall be construed to interfere with the Board’s responsibility to maintain a safe school setting, in accordance with Connecticut General Statutes § 10-220. Under no circumstances shall employees or individuals under the supervision of the Board use corporal punishment with students or physically manage students for purposes of discipline.

**Legal References:**

Conn. Gen. Stat. § 10-76b  
Conn. Gen. Stat. § 10-76d  
Conn. Gen. Stat. § 10-236b  
Conn. Gen. Stat. §§ 53a-18 to 53a-22  
Reg. Conn. State Agencies. §§ 10-76b-5 to 10-76b-11

**Other References:**

Restraint and Seclusion: Resource Document, United States Department of Education, available at <http://www2.ed.gov/policy/seclusion/restraints-and-seclusion-resources.pdf>.

Understanding the Laws and Regulations Governing the Use of Restraint and Seclusion,  
Connecticut State Department of Education (July 2018).

Guidance Related to Recent Legislation Regarding Restraint and Seclusion, Connecticut  
State Department of Education (Revised, July 2018).

APPROVED:

REVISED:

7/26/18

Technical Rev. 7/28/20

## Personnel

### Employment And Student Teacher Checks

As set forth below, each applicant for a position with the Chester, Deep River, Essex, and Region 4 Public Schools (the “District”), and each student who is enrolled in a teacher preparation program with the District, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience in the District (collectively referred to as “applicants”), shall be asked to provide in writing: (1) whether the applicant has ever been convicted of a crime; (2) whether there are any criminal charges pending against the applicant at the time of the application and, if charges are pending, to state the charges and the court in which such charges are pending; and (3) whether the applicant is included on the Abuse and Neglect Registry of the Connecticut Department of Children and Families (“DCF”) (the “Registry”).

Applicants shall not be required to disclose any arrest, criminal charge or conviction that has been erased. An employment application form that contains any question concerning the criminal history of the applicant shall contain the following notice, in clear and conspicuous language:

**Pursuant to section 31-51i(d) of the Connecticut General Statutes, the applicant is hereby notified that (1) the applicant is not required to disclose the existence of any erased criminal history record information, (2) erased criminal history record information are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon or criminal records that are erased pursuant to statute or by other operation of law, and (3) any person with erased criminal history record information shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.**

In addition, the District shall conduct an employment history check for each applicant for a position, as set forth below.

For the purposes of this policy:

“**Sexual misconduct**” means any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments,

self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student.

“**Abuse or neglect**” means abuse or neglect as described in Conn. Gen. Stat. § 46b-120, and includes any violation of Conn. Gen. Stat. §§ 53a-70 (sexual assault in the first degree), 53a-70a (aggravated sexual assault in the first degree), 53a-71 (sexual assault in the second degree), 53a-72a (sexual assault in the third degree), 53a-72b (sexual assault in the third degree with a firearm), or 53a-73a (sexual assault in the fourth degree).

“**Former employer**” means any person, firm, business, educational institution, nonprofit agency, corporation, limited liability company, the state, any political subdivision of the state, any governmental agency, or any other entity that such applicant was employed by during any of the previous twenty years prior to applying for a position with a local or regional board of education.

## I. Employment History Check Procedures

A. The District shall not offer employment to an applicant for a position, including any position that is contracted for, if such applicant would have direct student contact, prior to the District:

1. Requiring the applicant:

- a. to list the name, address, and telephone number of each current employer or former employer (please note the definition of “former employer” above, including the applicable twenty year reporting period) during any of the previous twenty years, if:
  - (i) such current or former employer is/was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, and/or
  - (ii) the applicant’s employment with such current or former employer caused the applicant to have contact with children.
- b. to submit a written authorization that
  - (i) consents to and authorizes disclosure by the employers listed under paragraph I.A.1.a of this policy of the information requested under paragraph I.A.2 of this policy and the release of related records by such employers,
  - (ii) consents to and authorizes disclosure by the Connecticut State Department of Education (the “Department”) of the information requested under paragraph I.A.3 of this policy and the release of related records by the Department, and

- (iii) releases those employers and the Department from liability that may arise from such disclosure or release of records pursuant to paragraphs I.A.2 or I.A.3 of this policy; and
  - c. to submit a written statement of whether the applicant
    - (i) has been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated,
    - (ii) has ever been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by DCF, or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct, or
    - (iii) has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by DCF or an investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by DCF of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct;
- 2. Conducting a review of the employment history of the applicant by contacting those employers listed by the applicant under paragraph I.A.1.a of this policy. Such review shall be conducted using a form developed by the Department, which shall request the following:
  - a. the dates employment of the applicant, and
  - b. a statement as to whether the employer has knowledge that the applicant:
    - (i) was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency, or municipal police department or which has been substantiated;
    - (ii) was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct; or

(iii) has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct. Such review may be conducted telephonically or through written communication. Notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, not later than five (5) business days after the District receives a request for such information about an employee or former employee, the District shall respond with such information. The District may request more information concerning any response made by a current or former employer for information about an applicant, and, notwithstanding subsection (g), such employer shall respond not later than five (5) business days after receiving such request.

3. Requesting information from the Department concerning:
  - a. the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit,
  - b. whether the Department has knowledge that a finding has been substantiated by DCF pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding, and
  - c. whether the Department has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.
- B. Notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, if the District receives information that an applicant for a position with or an employee of the District has been disciplined for a finding of abuse or neglect or sexual misconduct, it shall notify the Department of such information.
- C. The District shall not employ an applicant for a position involving direct student contact who does not comply with the provisions of paragraph I.A.1 of this policy.
- D. The District may employ or contract with an applicant on a temporary basis for a period not to exceed ninety (90) calendar days, pending the District's review of information received under this section, provided:
  1. The applicant complied with paragraph I.A.1 of this policy;
  2. The District has no knowledge of information pertaining to the applicant that would disqualify the applicant from employment with the District; and

3. The applicant affirms that the applicant is not disqualified from employment with the District.
- E. The District shall not enter into a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that:
1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;
  2. Affects the ability of the District to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or
  3. Requires the District to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the District, unless, after investigation, such allegation is dismissed or found to be false.
- F. The District shall not offer employment to a person as a substitute teacher, unless such person and the District comply with the provisions of paragraph I.A.1 of this policy. The District shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The District shall not hire any person as a substitute teacher who is not on such list. Such person shall remain on such list as long as such person is continuously employed by the District as a substitute teacher, as described in paragraph III.B.2 of this policy, provided the District does not have any knowledge of a reason that such person should be removed from such list.
- G. In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to such contractor all the information required of an applicant under paragraphs I.A.1.a and I.A.1.c of this policy and a written authorization under paragraph I.A.1.b of this policy. Such contractor shall contact any current or former employer (please note the definition of “former employer” above, including the applicable twenty year reporting period) of such employee that was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or if the employee’s employment with such current or former employer caused the employee to have contact with children, and request, either telephonically or through written communication, any information concerning whether there was a finding of abuse or neglect or sexual misconduct against such employee. Notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, such employer shall report to the contractor any such finding, either telephonically or through written communication. If the contractor receives any information indicating such a finding or otherwise receives any information indicating such a finding or otherwise has knowledge of such a finding, the contractor shall, notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, immediately forward such information to the District, either telephonically or through written communication. If the District receives such information, it shall determine whether such employee of the contractor may work in a position involving direct student contact at any school in the District. No determination by the District that any such employee of the contractor

shall not work under any such contract in any such position shall constitute a breach of such contract.

- H. Any applicant/employee who knowingly provides false information or knowingly fails to disclose information required in subdivision (1) of subsection (A) of this section shall be subject to discipline by the District that may include:
  - 1. denial of employment, or
  - 2. termination of the contract of a certified employee, in accordance with the provisions of Conn. Gen. Stat. § 10-151, or
  - 3. termination of a non-certified employee in accordance with applicable law and/or any applicable collective bargaining agreement, contract or District policy.
- I. If the District provides information in accordance with paragraph I.A.2 or I.G of this policy, the District shall be immune from criminal and civil liability, provided the District did not knowingly supply false information.
- J. Notwithstanding the provisions of Conn. Gen. Stat. § 10-151c and subsection (g) of Conn. Gen. Stat. § 31-51i, the District shall provide, upon request by another local or regional board of education, governing council of a state or local charter school, interdistrict magnet school operator, or supervisory agent of a nonpublic school for the purposes of an inquiry pursuant to paragraphs I.A.2 or I.G of this policy or to the Commissioner of Education pursuant to paragraph I.B of this policy any information that the District has concerning a finding of abuse or neglect or sexual misconduct by a subject of any such inquiry.
- K. Prior to offering employment to an applicant, the District shall make a documented good faith effort to contact each current and any former employer (please note the definition of “former employer” employer above, including the applicable twenty year reporting period) of the applicant that was a local or regional board of education, governing council of a state or local charter school, interdistrict magnet school operator, or supervisory agent of a nonpublic school, or if the applicant’s employment with such current or former employer caused the applicant to have contact with children in order to obtain information and recommendations that may be relevant to the applicant’s fitness for employment. Such effort, however, shall not be construed to require more than three telephonic requests made on three separate days.
- L. The District shall not offer employment to any applicant who had any previous employment contract terminated by a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or who resigned from such employment, if the person has been convicted of a violation of Conn. Gen. Stat. § 17a-101a, when an allegation of abuse or neglect or sexual assault has been substantiated.

## II. DCF Registry Checks

Prior to hiring any person for a position with the District, and before a student who is enrolled in a teacher preparation program in the District, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience with the District, begins such student teaching experience, the District shall require such applicant or student to submit to a records check of information maintained on the Registry concerning the applicant.

The District shall request information from the Registry promptly, and in any case no later than thirty (30) calendar days from the date of employment. Registry checks will be processed according to the following procedure:

- A. No later than ten (10) calendar days after the Superintendent or the Superintendent's designee has notified a job applicant of a decision to offer employment to the applicant, or as soon thereafter as practicable, the Superintendent or the Superintendent's designee will either obtain the information from the Registry or, if the applicant's consent is required to access the information, will supply the applicant with the release form utilized by DCF for obtaining information from the Registry.
- B. If consent is required to access the Registry, no later than ten (10) calendar days after the Superintendent or the Superintendent's designee has provided the successful job applicant with the form, the applicant must submit the signed form to DCF, with a copy to the Superintendent or the Superintendent's designee. Failure of the applicant to submit the signed form to DCF within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
- C. Upon receipt of Registry information indicating previously undisclosed information concerning abuse or neglect investigations concerning the successful job applicant/employee, the Superintendent or the Superintendent's designee will notify the affected applicant/employee in writing of the results of the Registry check and will provide an opportunity for the affected applicant/employee to respond to the results of the Registry check.
- D. If notification is received by the Superintendent or the Superintendent's designee that that the applicant is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or the Superintendent's designee shall provide the applicant with an opportunity to be heard regarding the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the applicant, the Superintendent or the Superintendent's designee shall revoke the offer of employment and/or terminate the applicant's employment if the applicant has already commenced working for the District.

### III. Criminal Records Check Procedure

- A. Each person hired by the District shall be required to submit to state and national criminal records checks within thirty (30) calendar days from the date of employment. Each student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience with the District, shall be required to submit to state and national criminal records checks within sixty (60) calendar days

from the date such student begins to perform such student teaching experience. Record checks will be processed according to the following procedure:\*

1. No later than five (5) calendar days after the Superintendent or the Superintendent's designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or the Superintendent's designee will provide the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the a local law enforcement agency. This packet shall also contain all documents and materials necessary for the police department to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal records checks. The Superintendent or the Superintendent's designee will also provide each applicant with the following notifications before the applicant obtains the applicant's fingerprints: (1) Agency Privacy Requirements for Noncriminal Justice Applicants; (2) Noncriminal Justice Applicant's Privacy Rights; (3) and the Federal Bureau of Investigation, United States Department of Justice Privacy Act Statement.
2. No later than ten (10) calendar days after the Superintendent or the Superintendent's designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted by a local law enforcement. Failure of the applicant to have the applicant's fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal records checks. Fees and costs associated with the fingerprinting process and the submission and process of requests are waived for student teachers, in accordance with state law.
4. Upon receipt of a criminal records check indicating a previously undisclosed conviction, the Superintendent or the Superintendent's designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/employee to respond to the results of the criminal records check. The affected applicant/employee may notify the Superintendent or the Superintendent's designee in writing within five (5) calendar days that the affected applicant/employee will challenge such individual's criminal history records check. Upon written notification to the Superintendent or the Superintendent's designee of such a challenge, the affected applicant/employee shall have ten (10) calendar days to provide the Superintendent or the Superintendent's designee with necessary documentation regarding the affected applicant/employee's record challenge. The Superintendent or the Superintendent's designee may grant an extension to the preceding ten-day period during which the affected applicant/employee may provide such documentation for good cause shown.
5. Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case

basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.

6. Notwithstanding anything in paragraph III.A.5 of this policy, above, no decision to deny employment or withdraw an offer of employment on the basis of an applicant/employee's criminal history record shall be made without affording the applicant/employee the opportunities set forth in paragraph III.A.4 of this policy, above.

#### **B. Criminal Records Check for Substitute Teachers:**

A substitute teacher who is hired by the District must submit to state and national criminal history records checks according to the procedures outlined above, subject to the following:

1. If the state and national criminal history records checks for a substitute teacher have been completed within one year prior to the date the District hired the substitute teacher, and if the substitute teacher arranged for such prior criminal history records checks to be forwarded to the Superintendent or the Superintendent's designee, then the substitute teacher will not be required to submit to another criminal history records check at the time of such hire.
2. If a substitute teacher submitted to state and national criminal history records checks upon being hired by the District, then the substitute teacher will not be required to submit to another criminal history records check so long as the substitute teacher is continuously employed by the District, that is, employed for at least one day of each school year, by the District, provided a substitute teacher is subjected to such checks at least once every five years.

#### **IV. Sex Offender Registry Checks**

District personnel shall cross-reference the Connecticut Department of Public Safety's sexual offender registry prior to hiring any new employee and before a student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience with the District, begins such student teaching experience. Registration as a sexual offender constitutes grounds for denial of employment opportunities and opportunities to perform student teaching experiences in the District.

#### **V. Credit Checks**

The District may also ask a prospective employee for a credit report for employment for certain District positions, where the District's receipt of a credit report is substantially related to the employee's potential job. "Substantially related to the current or potential job" is defined to mean "the information contained in the credit report is related to the position for which the employee or prospective employee who is the subject of the report is being evaluated because of the position." Prior to asking for a credit report, the District will determine whether the position falls within one of the categories as described in this paragraph. The position must: (1) be

a managerial position which involves setting the direction or control of the District; (2) involve access to employees' personal or financial information; (3) involve a fiduciary responsibility to the District, including, but not limited to, the authority to issue payments, collect debts, transfer money or enter into contracts; (4) provide an expense account or District debit or credit card; or (5) involve access to the District's nonfinancial assets valued at two thousand five dollars or more.

When a credit report will be requested as part of the employment process, the District will provide written notification to the prospective employee regarding the use of credit checks. That notification must be provided in a document separate from the employment application. The notification must state that the District may use the information in the consumer credit report to make decisions related to the individual's employment.

The District will obtain consent before performing the credit or other background checks. If the District intends to take an action adverse to a potential employee based on the results of a credit report, the District must provide the prospective employee with a copy of the report on which the District relied in making the adverse decision, as well as a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act," which should be provided by the company that provides the results of the credit check. The District will notify the prospective employee either orally, in writing or via electronic means that the adverse action was taken based on the information in the consumer report. That notice must include the name, address and phone number of the consumer reporting company that supplied the credit report; a statement that the company that supplied the report did not make the decision to take the unfavorable action and cannot provide specific reasons for the District's actions; and a notice of the person's right to dispute the accuracy or completeness of any information the consumer reporting company furnished, and to get an additional free report from the company if the person asks for it within sixty (60) calendar days.

#### VI. Notice of Conviction

If, at any time, the District receives notice of a conviction of a crime by a person holding a certificate, authorization or permit issued by the State Board of Education, the District shall send such notice to the State Board of Education. In complying with this requirement, the District shall not disseminate the results of any national criminal history records check.

#### VII. School Nurses

School nurses or nurse practitioners appointed by, or under contract with, the District shall also be required to submit to a criminal history records check in accordance with the procedures outlined above.

#### VIII. Personal Online Accounts

For purposes of this policy, "personal online account" means any online account that is used by an employee or applicant exclusively for personal purposes and unrelated to any business purpose of the District, including, but not limited to, electronic mail, social media and retail-based Internet web sites. "Personal online account" does not include any account created, maintained, used or accessed by an employee or applicant for a business purpose of the District.

A. During the course of an employment check, the District may not:

1. request or require that an applicant provide the District with a user name and password, password or any other authentication means for accessing a personal online account;
  2. request or require that an applicant authenticate or access a personal online account in the presence of District personnel; or
  3. require that an applicant invite a supervisor employed by the District or accept an invitation from a supervisor employed by the District to join a group affiliated with any personal online account of the applicant.
- B. The District may request or require that an applicant provide the District with a user name and password, password or any other authentication means for accessing:
1. any account or service provided by District or by virtue of the applicant's employment relationship with the District or that the applicant uses for the District's business purposes, or
  2. any electronic communications device supplied or paid for, in whole or in part, by the District.
- C. In accordance with applicable law, the District maintains the right to require an applicant to allow the District to access the applicant's personal online account, without disclosing the user name and password, password or other authentication means for accessing such personal online account, for the purpose of:
1. conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about activity on an applicant's personal online account; or
  2. conducting an investigation based on the receipt of specific information about an applicant's unauthorized transfer of the District's proprietary information, confidential information or financial data to or from a personal online account operated by an applicant or other source.

IX. Policy Inapplicable to Certain Individuals

This policy shall not apply to:

- A. A student employed by the District who attends a District school.
- B. A person employed by the District as a teacher for a noncredit adult class or adult education activity, as defined in Conn. Gen. Stat. § 10-67, who is not required to hold a teaching certificate pursuant to Conn. Gen. Stat. § 10-145b for such position.

X. Falsification of Records

Notwithstanding any other provisions of this policy, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning abuse or neglect investigations or pending criminal applications, shall be grounds for disqualification from consideration for employment or discharge from employment.

Legal References: Conn. Gen. Stat. § 10-212

Conn. Gen. Stat. § 10-221d

Conn. Gen. Stat. § 10-222c

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-51i

Conn. Gen. Stat. § 31-51tt

Elementary and Secondary Education Act, reauthorized as the Every Student Succeeds Act, Pub. L. 114-95, codified at 20 U.S.C. § 1001 *et seq.*

Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

1/4/2023

## Agency Privacy Requirements for Noncriminal Justice Applicants

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notices and that the results of the check are handled in a manner that protects the applicant's privacy. All notices must be provided in writing.<sup>1</sup> These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.), Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities.

- Officials must ensure that each applicant receives an adequate written FBI Privacy Act Statement (dated 2013 or later) when the applicant submits the applicant's fingerprints and associated personal information.<sup>2</sup>
- Officials must advise all applicants in writing that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34. Information regarding this process may be found at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- Officials must provide the applicant the opportunity to complete or challenge the accuracy of the information in the FBI criminal history record.
- Officials should not deny the employment, license, or other benefit based on information in the FBI criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record for authorized purposes only and cannot retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Council.<sup>3</sup>

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain the applicant's record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant the FBI Privacy Act Statement, the 28 CFR 50.12 notice, and the opportunity to correct the applicant's record. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

If you need additional information or assistance, contact:

<p><b>Connecticut Records:</b> <b>Department of Emergency Services and Public Protection</b> <b>State Police Bureau of Identification (SPBI)</b> <b>1111 Country Club Road</b> <b>Middletown, CT 06457 860-685-8480</b></p>	<p><b>Out-of-State Records:</b> <b>Agency of Record</b> <b>OR</b> <b>FBI CJIS Division-Summary Request</b> <b>1000 Custer Hollow Road</b> <b>Clarksburg, West Virginia 26306</b></p>
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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

## Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.<sup>4</sup> These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated person information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.<sup>5</sup>
- You must be advised in writing of the procedures for obtaining a change, correction, or updating of your criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>6</sup>
- If you need additional information or assistance, please contact:

<b>Connecticut Records:</b> <b>Department of Emergency Services and Public Protection</b> <b>State Police Bureau of Identification (SPBI)</b> <b>1111 Country Club Road</b> <b>Middletown, CT 06457</b> <b>860-685-8480</b>	<b>Out-of-State Records:</b> <b>Agency of Record</b> <b>OR</b> <b>FBI CJIS Division-Summary Request</b> <b>1000 Custer Hollow Road</b> <b>Clarksburg, West Virginia 26306</b>
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<sup>4</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>5</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>6</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

Federal Bureau of Investigation  
Privacy Act Statement

**This privacy act statement is located on the back of the FD-258 fingerprint card.**

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 3/30/2018

**Personnel****Non-Discrimination*****Protected Class Discrimination Prohibited:***

The Chester, Deep River, Essex, and Region 4 Board of Education (the “Board”) will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, gender identity or expression, status as a victim of domestic violence, or any other basis prohibited by state or federal law (“Protected Class”), except in the case of a bona fide occupational qualification.

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual’s actual or perceived membership in a Protected Class, whether by students, Board employees, Board members or third parties subject to the control of the Board, is prohibited in the Chester, Deep River, Essex, and Region 4 Public Schools (the “District”). The Board’s prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics.

***Discrimination on the Basis of Erased Criminal History Prohibited:***

The Board will not discriminate against any employee or applicant for employment solely on the basis of the individual’s erased criminal history record information, as defined in Conn. Gen. Stat. § 46a-80a.

***Retaliation Prohibited:***

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

***Discrimination on the Basis of Protected Class Association Prohibited:***

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment, and is therefore prohibited by this policy.

### ***Scope and Applicability:***

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. The District will investigate both formal and informal complaints of discrimination, harassment, or retaliation.

### ***Definitions:***

The following definitions apply for purposes of this policy:

#### **A. Discrimination**

It is illegal for employers to treat employees differently in relation to hiring, discharging, compensating, or providing the terms, conditions, and privileges of employment because of such employee's actual or perceived membership in a Protected Class.

#### **B. Harassment**

Harassment is a form of Protected Class discrimination that is prohibited by law and by this policy. Harassment is unwelcome conduct that is based on an employee's actual or perceived membership in a Protected Class. Harassment constitutes unlawful discrimination when 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to an intimidating, hostile, or abusive environment, and are therefore prohibited by this policy:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- other words or phrases commonly considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership;
- bigoted conduct or communications; or

- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Sexual harassment is a form of harassment that is prohibited by law and Board Policy #4118.112 / #4218.112, Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel). For more information regarding harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, contact the District's Title IX Coordinator at:

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT  
(860) 526-2417**

C. Genetic information

The information about genes, gene products, or inherited characteristics that may derive from an individual or a family member. "Genetic information" may also include an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

D. Veteran

A veteran is any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from, active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. "Qualifying condition" means (i) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (ii) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (iii) a determination that sexual orientation, gender identity, or gender expression was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

E. Gender identity or expression

Gender identity or expression refers to a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence

including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

#### F. Sexual orientation

Sexual orientation refers to a person's identity in relation to the gender or genders to which they are romantically, emotionally or sexually attracted, inclusive of any identity that a person (i) may have previously expressed, or (ii) is perceived by another person to hold.

#### G. Race

The term race is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. "Protective hairstyles" includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

#### H. Domestic violence

The term domestic violence means (1) a continuous threat of present physical pain or physical injury against a family or household member, as defined in Conn. Gen. Stat. § 46b-38a; (2) stalking, including but not limited to, stalking as described in Conn. Gen. Stat. § 53a-181d, of such family or household member; (3) a pattern of threatening, including but not limited to, a pattern of threatening as described in Conn. Gen. Stat. § 53a-62, of such family or household member or a third party that intimidates such family or household member; or (4) coercive control of such family or household member, which is a pattern of behavior that in purpose or effect unreasonably interferes with a person's free will and personal liberty. "Coercive control" includes, but is not limited to, unreasonably engaging in any of the following: (a) isolating the family or household member from friends, relatives or other sources of support; (b) depriving the family or household member of basic necessities; (c) controlling, regulating or monitoring the family or household member's movements, communications, daily behavior, finances, economic resources or access to services; (d) compelling the family or household member by force, threat or intimidation, including, but not limited to, threats based on actual or suspected immigration status, to (i) engage in conduct from which such family or household member has a right to abstain, or (ii) abstain from conduct that such family or household member has a right to pursue; (e) committing or threatening to commit cruelty to animals that intimidates the family or household member; or (f) forced sex acts, or threats of a sexual nature, including, but not limited to, threatened acts of sexual conduct, threats based on a person's sexuality or threats to release sexual images.

***Reporting to District Officials:***

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment.

Any employee who believes they or another employee has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of this policy should report such concern in writing to the Assistant in accordance with the Board's complaint procedures.

Employees are encouraged to report incidents of alleged Protected Class discrimination, harassment, or retaliation immediately.

If a complaint involves allegations of discrimination or harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy #4118.112 / #4218.112, Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel).

If a complaint involves allegations of discrimination or harassment based on disability, such complaints will be addressed in accordance with the procedures set forth in Board Policy #0521.

In the event conduct reported as Protected Class discrimination and/or harassment allegedly violates more than one policy, the Board will coordinate any investigation in compliance with the applicable policies.

***Mandatory Staff Reporting for Student Incidents:***

District employees are required to report incidents of alleged student-to-student and employee-to-student discrimination, harassment or retaliation that may be based on a Protected Class when District employees witness such incidents or when District employees receive reports or information about such incidents, whether such incidents are verbal or physical or amount to discrimination, harassment or retaliation in other forms. **Reports should be made to any District administrator or to:**

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT  
(860) 526-2417**

***Remedial Action:***

If the District makes a finding of discrimination, harassment or retaliation, the District will take remedial action designed to:

- A. eliminate the discriminatory/harassing/retaliatory conduct,
- B. prevent its recurrence, and

C. address its effects on the complainant and any other affected individuals.

Examples of appropriate action may include, but are not limited to:

- A. In the case of a student respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, discipline (including but not limited to suspension and/or expulsion), educational interventions, exclusion from extra-curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;
- B. In the case of an employee respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, supervisor notification, discipline (including possible termination of employment), training, and/or referral to appropriate state or local agencies;
- C. In the case of respondent who is otherwise associated with the school community, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, exclusion from school property and/or activities and/or referral to appropriate state or local agencies;
- D. Follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation;
- E. Supports for the complainant; and
- F. Training or other interventions for the larger school community designed to ensure that students, staff, parents, Board members and other individuals within the school community understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it.

***Reporting to State and Federal Agencies:***

In addition to reporting to the Board, any employee also may file a complaint with the following:

Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office  
U.S. Department of Education  
8th Floor  
5 Post Office Square  
Boston, MA 02109- 3921  
(617-289-0111)  
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office  
John F. Kennedy Federal Building

475 Government Center  
Boston, MA 02203  
(800-669-4000)

Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities  
450 Columbus Blvd.  
Hartford, CT 06103-1835  
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

***Questions/Requests for Accommodation:***

Any employee who:

1. has questions or concerns about this policy or its accompanying regulations;
2. wishes to request or discuss accommodations based on religion; OR
3. would like a copy the Board's complaint procedures or complaint forms related to claims of discrimination or harassment

should contact the following District official:

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT  
(860) 526-2417**

Any employee who has questions or concerns about the Board's policies regarding discrimination on the basis of gender/sex/sexual orientation/pregnancy/gender identity or expression applicable to employees should contact the District's Title IX Coordinator:

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT  
(860) 526-2417**

Any employee who:

1. has specific questions or concerns about the Board's policies regarding discrimination on the basis of disability applicable to employees; OR
2. wishes to request an accommodation on the basis of disability

should contact the Assistant Superintendent:

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT  
(860) 526-2417**

Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.  
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.  
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.  
Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.  
Americans with Disabilities Act, 42 U.S.C. § 12101  
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794  
Title II of the Genetic Information Nondiscrimination Act of 2008,  
Pub.L.110-233, 42 U.S.C. § 2000ff; 29 CFR 1635.1 et seq.  
Connecticut General Statutes § 1-1n, “Gender Identity or Expression”  
defined  
Connecticut General Statutes § 10-153, Discrimination on the basis of sex,  
gender or expression or marital status prohibited  
Connecticut General Statutes § 27-103  
Connecticut General Statutes § 31-51i  
Connecticut General Statutes § 46a-51, Definitions  
Connecticut General Statutes § 46a-58, Deprivation of rights  
Connecticut Fair Employment Practices Act, Connecticut General Statutes  
§ 46a-60  
Connecticut General Statutes § 46a-80a  
Connecticut General Statutes § 46a-81c, Sexual orientation discrimination:  
Employment  
Connecticut General Statutes § 46b-1, Family relations matters and  
domestic violence defined  
Public Act No. 23-145, “An Act Revising the State’s Antidiscrimination  
Statutes”

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

9/29/2023

**Students****Non-Discrimination*****Protected Class Discrimination Prohibited:***

The Chester, Deep River, Essex, and Region 4 Boards of Education (the “Board”) complies with all laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities, including all academic, extra-curricular, and school-sponsored activities, on the basis of any protected characteristic (or protected class) including race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence or any other basis prohibited by state or federal law (“Protected Class”), subject to the conditions and limitations established by law. When the Board has created a limited public forum, the Board shall provide equal access to groups as required by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual’s actual or perceived membership in a Protected Class, whether by students, Board employees, Board members or third parties subject to the control of the Board, is prohibited in the Chester, Deep River, Essex, and Region 4 Public Schools (the “District”). The Board’s prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics.

***Retaliation Prohibited:***

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

***Discrimination on the Basis of Protected Class Association Prohibited:***

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment, and is therefore prohibited by this policy.

***Scope and Applicability:***

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities)

are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

***Definitions:***

The following definitions apply for purposes of this policy:

A. Discrimination:

With respect to students, unlawful discrimination occurs when a student is denied participation in, or the benefits of, a program or activity of the Board because of such student's actual or perceived membership in a Protected Class.

B. Harassment:

Harassment is a form of Protected Class discrimination that is prohibited by law and by this policy. Harassment constitutes unlawful discrimination when it creates a hostile environment, which occurs when the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by the District.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment, and are therefore prohibited by this policy:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- other words or phrases commonly considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful, or humiliating based on Protected Class membership;
- bigoted conduct or communications; or
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Sexual harassment is a form of harassment that is prohibited by law and Board Policy #5145.51, Policy Regarding Title IX of the Education Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment (Students). For more information regarding harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, contact the District's Title IX Coordinator at:

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT  
(860) 526-2417**

C. Veteran:

A veteran is any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from, active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. "Qualifying condition" means (i) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (ii) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (iii) a determination that sexual orientation, gender identity or gender expression was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

D. Gender identity or expression:

Gender identity or expression refers to a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

E. Sexual Orientation:

Sexual orientation refers to a person's identity in relation to the gender or genders to which they are romantically, emotionally or sexually attracted, inclusive of any identity that a person (i) may have previously expressed, or (ii) is perceived by another person to hold.

F. Race:

The term race is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. "Protective hairstyles" includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

### G. Domestic Violence:

The term domestic violence means (1) a continuous threat of present physical pain or physical injury against a family or household member, as defined in Conn. Gen. Stat. § 46b-38a; (2) stalking, including but not limited to, stalking as described in Conn. Gen. Stat. § 53a-181d, of such family or household member; (3) a pattern of threatening, including but not limited to, a pattern of threatening as described in Conn. Gen. Stat. § 53a-62, of such family or household member or a third party that intimidates such family or household member; or (4) coercive control of such family or household member, which is a pattern of behavior that in purpose or effect unreasonably interferes with a person's free will and personal liberty. "Coercive control" includes, but is not limited to, unreasonably engaging in any of the following: (a) isolating the family or household member from friends, relatives or other sources of support; (b) depriving the family or household member of basic necessities; (c) controlling, regulating or monitoring the family or household member's movements, communications, daily behavior, finances, economic resources or access to services; (d) compelling the family or household member by force, threat or intimidation, including, but not limited to, threats based on actual or suspected immigration status, to (i) engage in conduct from which such family or household member has a right to abstain, or (ii) abstain from conduct that such family or household member has a right to pursue; (e) committing or threatening to commit cruelty to animals that intimidates the family or household member; or (f) forced sex acts, or threats of a sexual nature, including, but not limited to, threatened acts of sexual conduct, threats based on a person's sexuality or threats to release sexual images.

### **Biased Conduct:**

The Board recognizes that certain student conduct or communications may be indicative of bias towards individuals who are members of a Protected Class, even when such conduct or communications do not rise to the level of discrimination and/or harassment. The Board directs the District administration to address any such biased conduct or communications in a manner consistent with the Board's legal obligations under state and federal law and Board policy, including free speech considerations, in order to promote a school environment that is welcoming and safe for all individuals.

### ***Reporting to District Officials:***

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment.

Any student, staff member and/or parent/guardian who believes a student has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of this policy should report such concern in writing to the Assistant Superintendent in accordance with the Board's complaint. Students are encouraged to

immediately report concerns about Protected Class discrimination, harassment, or retaliation.

**Students may make verbal or written reports about Protected Class discrimination, harassment, or retaliation to any school employee.**

If a complaint involves allegations of discrimination or harassment of a student based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy #5145.51, Policy Regarding Title IX of the Educational Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment (Students). Complaints involving allegations of discrimination or harassment of a student based on disability will be addressed in accordance with the procedures set forth in Board Policy #0521. In the event reported conduct allegedly violates more than one policy, the Board will coordinate any investigation in compliance with the applicable policies.

***Mandatory Staff Reporting for Student Incidents:***

District employees are required to report incidents of alleged student-to-student and employee-to-student discrimination, harassment or retaliation that may be based on a Protected Class when District employees witness such incidents or when District employees receive reports or information about such incidents, whether such incidents are verbal or physical or amount to discrimination, harassment or retaliation in other forms. **Reports should be made to any District administrator or to:**

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT  
(860) 526-2417**

***Remedial Action:***

If the District makes a finding of discrimination, harassment or retaliation of a student, the District will take remedial action designed to:

- A. eliminate the discriminatory/harassing/retaliatory conduct,
- B. prevent its recurrence, and
- C. address its effects on the complainant and any other affected individuals.

Examples of appropriate action may include, but are not limited to:

- A. In the case of a student respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, discipline (including but not limited to suspension and/or expulsion), educational interventions, exclusion from extra-curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;
- B. In the case of an employee respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to,

- supervisor notification, discipline (including possible termination of employment), training, and/or referral to appropriate state or local agencies;
- C. In the case of respondent who is otherwise associated with the school community, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, exclusion from school property and/or activities and/or referral to appropriate state or local agencies;
  - D. Follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation;
  - E. Supports for the complainant; and
  - F. Training or other interventions for the larger school community designed to ensure that students, staff, parents, Board members and other individuals within the school community understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it.

District staff members and administrators will work with students and parents/guardians to take steps designed to prevent acts of discrimination, harassment and retaliation.

***Reporting to State and Federal Agencies:***

In addition to reporting to the Board, any student and/or parent/guardian also may file a complaint with the following agencies:

Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office  
U.S. Department of Education  
8th Floor  
5 Post Office Square  
Boston, MA 02109- 3921  
(617-289-0111)  
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities  
450 Columbus Blvd.  
Hartford, CT 06103-1835  
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

***Questions/Requests for Accommodation:***

Any parent, student, staff member, Board member or community member who:

1. has questions or concerns about this policy or its accompanying regulations;
  2. wishes to request or discuss accommodations for a student based on religion;
- may contact:

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT  
(860) 526-2417**

Any parent, student, staff member, Board member or community member who has questions or concerns about the Board's policies regarding discrimination or harassment of students on the basis of gender/sex, gender identity, pregnancy or sexual orientation may contact the District's Title IX Coordinator:

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT  
(860) 526-2417**

Any parent, student, staff member, Board member or community member who:

1. has specific questions or concerns about the Board's policies regarding discrimination on the basis of disability applicable to students; OR
2. wishes to request an accommodation for a student on the basis of disability

may contact the Assistant Superintendent:

**Assistant Superintendent, 1 Winthrop Rd., Deep River, CT  
(860) 526-2417**

#### Legal References:

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.  
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, et seq.  
Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905  
Americans with Disabilities Act, 42 U.S.C. § 12101, et seq.  
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, et seq.  
Connecticut General Statutes § 1-1n, "Gender Identity or Expression"  
defined  
Connecticut General Statutes § 10-15c  
Connecticut General Statutes § 27-103  
Connecticut General Statutes § 46a-51, Definitions  
Connecticut General Statutes § 46a-58, Deprivation of rights  
Connecticut General Statutes § 46b-1, Family relations matters and  
domestic violence defined  
Public Act No. 23-145, "An Act Revising the State's Antidiscrimination  
Statutes"

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

9/29/2023