

**BOE Meeting Template**  
**Monday, May 23, 2011 7:00 PM**

Mabelle Avery Middle School District Offices Board Room, 4 Vision Boulevard, Somers, CT 06071

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MINUTES 3
4. AUDIENCE TO CITIZENS/STAFF/STUDENTS 7
  1. Curriculum Presentation - Differentiating Instruction 7  
Ms. Pezza, Director of Curriculum will give a presentation to the board regarding Differentiating Instruction. Board members will have the opportunity to ask questions.
  2. Reader's Workshop Update  
Ms. Pezza, Director of Curriculum will update the board on the Reader's Workshop. She will answer any questions board members may have.
5. CORRESPONDENCE
6. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS
7. CONSENT AGENDA 13
  1. Approval of Bills 19
  2. Retirement Notification (N. Barry) 19  
Nancy Barry, MBA Principal has submitted her retirement notification effective June 30, 2011. Ms. Barry has been employed as Principal of the Mabelle Avery Middle School since 1998. The district wishes to thank Ms. Barry for her service and wish her the best in future endeavors.
8. NEW BUSINESS
  1. District Noncertified Pension Plan  
A review of the district's noncertified pension plan has been made. Representatives from Mass Mutual, Mr. Roy Caso and Mr. Tom Mazzoli will outline for the board adjustments to the plan for the district. Board members will have an opportunity to ask any questions on the information.
  2. Second Warning/Adoption of DBS Code: 4152.6/4252.6 - Family, Medical and Pregnancy Leave Policy 20  
The Policy Committee is recommending that this policy replace our current policy. It has been reviewed by counsel and is in line with current law. Most of the current policy would be covered in administrative regulations.
  3. Second Warning/Adoption of DBS Code: 5145.52 - Harassment 27  
This is a new policy recommended by CABE. We currently have a policy on sexual harassment but not a policy on harassment in general.
  4. Second Warning/Adoption of DBS Code: 5141.7 - Student Sports-Concussion and Head Injuries 29  
This is a new policy recommended by CABE.
9. OLD BUSINESS
  1. Approval of DBS Solar Project  
A review of the proposed DBS Solar Panel Project will be made by BOE members, the Director of Business Services, and the Superintendent of Schools. At this time any questions or ideas may be presented in order to move for a vote on the project. A motion will be made after the discussion has taken place; however, the superintendent recommends approval of the project.
10. ADMINISTRATIVE REPORTS
11. COMMITTEE REPORTS
  1. Budget
  2. Curriculum

3. Policy
4. Salary & Negotiations
5. Planning
6. Other Committees
12. OTHER
13. ADJOURNMENT

## SOMERS BOARD OF EDUCATION

1 Vision Boulevard

Somers, CT 06071

[www.somers.k12.ct.us](http://www.somers.k12.ct.us)

### MINUTES OF THE MEETING – May 9, 2011

**Members Present:** D.Palmer, J.Formeister, R.Lees, B.Devlin, J.Taylor (arrived at 7:04 p.m.),  
T.Potrikus, A.Kirkpatrick, S. Bollinger (arrived at 7:05 p.m.)

**Members Absent:** M.Marquardt

**Administrators Present:** M.Suffredini, B.Boutwell, P.Collin, K.Pezza, J.Morrow

**Staff Present:** C.Smith, L.Gengenbach, S.Yarrows

**Citizens Present:** M.Splain

**Students Present:**

**Others:**

#### 1.0 CALL TO ORDER

The regular meeting of the Board of Education was called to order at 7:00 p.m. by Chairman Palmer in the Mabelle B. Avery Middle School Board of Education meeting room.

#### 2.0 PLEDGE OF ALLEGIANCE

#### 3.0 APPROVAL OF MINUTES – April 25, 2011

April 25, 2011 Regular Meeting – It was MOVED (J.Formeister) SECONDED (B.Devlin) to approve the April 25, 2011 Board of Education regular meeting minutes as presented. PASSED 6-0

#### 4.0 AUDIENCE TO CITIZENS/STAFF/STUDENTS

##### 4.1 Lunch Program Update

C.Smith and L.Gengenbach, Co-Managers of the Food Service Program, along with the Director of Business Services, B.Boutwell, presented the annual report on the district's lunch program.

Mrs. Smith reported that the kitchens at all three schools have passed state and local inspections. In addition, Material Data Safety Reports were compiled this year for each cafeteria. The principal and nurse in each building have copies of this report.

All the state nutritional guidelines are being followed; however, Mrs. Smith reported that these guidelines would be changing. The Somers lunch program will be adjusted to meet the new guidelines when they are reported to the district.

Mrs. Smith reported that purchasing is done through a co-op and all bids have been submitted for next year. Mrs. Smith stated that they are trying to get two-year contracts from vendors to keep costs down. Pricing for the lunch program for next year will be determined during the summer. Participation in the lunch program has decreased this year in all three schools. Breakfast at the high school is still very popular.

Mr. Boutwell stated that the lunch program in Somers is self sufficient from a financial point of view. There is no financial support from the Board of Education. Salaries, supplies and repairs are funded through the revenue generated through the program. Mr. Boutwell

reported that they plan to bring in an outside consultant to evaluate the lunch program and possibly suggest ways to improve the program.

The State mandated that all beverages available to students that contain caffeine be removed from the cafeteria. These beverages have been removed and replaced with non-caffeinated beverages.

Mrs. Smith reported that there have been no major problems this year.

The Food Service Co-Managers work closely with the school nurses to address food allergies and diabetic issues.

#### **4.2 Technology Presentation**

Director of Technology & Information Services, J.Morrow, presented his annual report on technology in the district.

Mr. Morrow reported that our infrastructure is current and meets all state recommendations. All classroom teachers and administrators have laptops. Our student to computer ratio as reported in the Strategic School Profile has improved, especially at the elementary school.

Funding for technology over the next few years will be used for replacement and for technology that allows the district to stay current. Dr. Suffredini stated that funding for technology would come from either the town or from the school budget.

Mr. Morrow explained how older computers are recycled when they are replaced.

Both the elementary school and middle school have one iPod cart. Mr. Morrow reported that at least fifty percent of students have their own devices.

The Board discussed with Mr. Morrow different ways in which students could use their personal devices for educational purposes.

#### **4.3 Update on Transition Program**

Dr. Collin, Director of Pupil Services, and S.Yarrows, Transition Teacher, updated the Board on the first year of this program.

The Somers Public Schools transition program is designed to provide young adults, ages 18-21, with a vocationally oriented education experience which will enable them to be productive members of their community. Students are identified through their Individual Educational Plan (IEP) to participate in this program.

The components of the Transition Program are vocational/employment experiences, independent living/community participation and integrated functional academics. Mrs. Yarrows explained how each component is implemented. Dr. Collins and Mrs. Yarrows stated that the employers in the community have been extremely supportive. Parents have also been very supportive and pleased with the program. The three students in the program have been successful and like being able to stay in their community.

There has been a significant cost saving to the district; however, not as large as originally anticipated due to additional services that were required for one student in the program.

## **5.0 CORRESPONDENCE**

Chairman Palmer reported receipt of the following:

- A letter from the State of Connecticut regarding kindergarten.
- An invitation to Betsy Kenneson's retirement party.
- An invitation to the Art Show reception on May 11<sup>th</sup>.

Chairman Palmer notified the Board that there will be a meeting on Monday, May 16<sup>th</sup> at 6:00 p.m. at Somers Town Hall with the DBS Solar people and he encouraged Board members to attend. Chairman Palmer and Mr. Potrikus stated some areas where they would like clarification.

A vote to accept this project will be scheduled for the May 23<sup>rd</sup> BOE meeting.

## **6.0 OPPORTUNITY TO ADD/DELETE AGENDA ITEMS**

**6.1** Add Frequently Asked Questions on Website to agenda under 11.1 Budget.

## **7.0 CONSENT AGENDA**

**7.1** Approval of Bills 5/9/11 – (\$77,911.55)

It was MOVED (B.Devlin) SECONDED (J.Taylor) to approve the 5/9/11 Bills in the amount of \$77,911.55 as presented. PASSED 8-0

## **8.0 NEW BUSINESS**

**8.1** First Warning of DBS Code: 4152.6/4252.6 – Family, Medical and Pregnancy Leave Policy

The Policy Committee recommends that this policy replace the current policy. The policy has been reviewed by counsel and is in line with current law.

Second Warning/Adoption will be included on the May 23<sup>rd</sup> BOE meeting agenda.

**8.2** First Warning of DBS Code: 5145.52 – Harassment

This is a new policy recommended by CABE. There is currently a policy on sexual harassment but there is no policy on harassment in general.

Second Warning/Adoption will be included on the May 23<sup>rd</sup> BOE meeting agenda.

**8.3** First Warning of DBS Code: 5141.7 – Student Sports-Concussion and Head Injuries

This is a new policy recommended by CABE. Second Warning/Adoption will be included on the May 23<sup>rd</sup> BOE meeting agenda.

Questions regarding these policies should be directed to A.Kirkpatrick.

## **9.0 OLD BUSINESS**

**10.0 ADMINISTRATIVE REPORTS** – No report

## **11.0 COMMITTEE REPORTS**

**Minutes will be taken at all subcommittee meetings.**

**11.1** Budget

- The Annual Town Meeting will be held on May 10<sup>th</sup> at 7:00 p.m. at Town Hall.
- It was noted that the "Frequently Asked Questions" on the website needs to be updated and kept current.

**11.2** Curriculum – No Report

**12.3 Policy**

The Policy Committee will meet on June 2<sup>nd</sup> at 6:30 p.m.

**12.4 Salary & Negotiations**

A meeting was held today with the custodial union. A meeting will be scheduled with the nurse's union.

**12.5 Planning Committee – No Report**

**12.6 Other Committees**

**12.6.1 Technology Ad Hoc Committee**

Chairman Palmer expressed concern that this committee has not been able to accomplish as much as they had hoped to; therefore, Chairman Palmer suggested that a five-year district technology plan be developed and added to the district's long-range plan. Chairman Palmer would like to discuss this further at the Board's retreat.

**13.0 OTHER**

The Board's annual retreat will be held on Thursday, July 14<sup>th</sup> from 8:30 a.m. to 1:00 p.m. in the conference room at Somers Congregational Church.

**14.0 ADJOURNMENT**

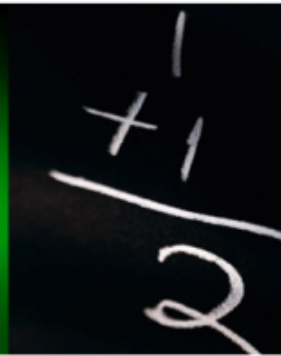
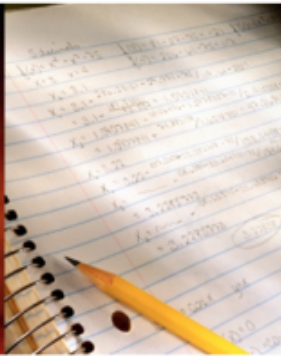
It was MOVED (B.Devlin) SECONDED (R.Lees) to adjourn the regular meeting of the Board of Education at 9:06 p.m. PASSED 8-0

Respectfully submitted,

Rick Lees, Jr., Secretary  
Joan Jaquith, Recording Secretary

These minutes are not official until approved at a subsequent meeting.

# Differentiated Instruction



# Professional Development

- Somers Elementary School
  - Differentiated Instruction and Scientifically Research Based Intervention – October 13, 2009 and January 15, 2010
- Mabelle Avery Middle School
  - Differentiated Instruction: Lesson Design, Assessments and Flexible Grouping – January 15, 2010
  - Differentiated Instruction and Scientifically Based Interventions in the Content Areas – August 27, 2010



# Professional Development

- Somers High School
  - Differentiated Instruction and Scientifically Research Based Intervention – January 15, 2010 and March 15, 2010
  - Differentiated Instruction in the Content Areas – August 27, 2010



# Implementation Update - SES

- The major focus of DI this year has been in the area of reading. Each student is assessed and taught how to select “just right” reading books. This has increased the amount of time students read independently and also allowed teachers to meet more often with students in small groups and individually.
- iPods and iPads have also been used to differentiate for students with a variety of learning challenges.



# Implementation Update - MBA

- The Middle School is using technology to do much of its differentiation.
  - Student can download and either read or listen to novels at home.
  - They can use iPods and laptops to complete assignments or projects.
  - They can podcast projects in a variety of subjects.
- Teachers also differentiate reading materials, assignments, rubrics, organizers, assessments and activities.



# Implementation Update - SHS

- Teachers at the High School started the process of differentiating lessons and assessments at the beginning of last year.
- Time on PD days, in faculty meetings and in team meetings is used to develop and refine DI lessons.
- Many DI lessons have been piloted this year and will continue to be developed over the course of the next school year.



# Somers Board of Education General Budget Treasury Warrant

Report # 12081

Check Batch: 4262  
 Check Header: (N / A)  
 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
 Cash Account Numbers: (First) - (Last)  
 Bank Account Code: (N/A)  
 Check Authorization Code: AP GB  
 Minimum Check Amount: \$0.00  
 Sorted By:  
 Include Payable Information: No  
 Include Payable Dist Information: No  
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
---------	---------	------------	-------------	-------------	----------------------	-----------------

Approved by:



Date:

5/18/14

William B. Boutwell, Director of Business Services

4262	2851	05/23/2011	V58674	Administrator, Unemployment Compensation	0.00	76.00
	2852	05/23/2011	V02185	Allston Supply Co. Inc.	0.00	148.54
	2853	05/23/2011	V52670	Amazon	0.00	35.75
	2854	05/23/2011	V60041	Anthem BCBS	0.00	204,728.41
	2855	05/23/2011	V60313	Apperson Education Products	0.00	361.95
	2856	05/23/2011	V00555	AT&T	0.00	685.80
	2857	05/23/2011	V21157	Atlantic Sportwear	0.00	313.37
	2858	05/23/2011	V51683	Barnes & Noble Booksellers	0.00	800.00
	2859	05/23/2011	V51312	Bio-Rad Laboratories	0.00	202.90
	2860	05/23/2011	V51942	CBS	0.00	79.67
	2861	05/23/2011	E00038	Collin, Patricia	0.00	411.47
	2862	05/23/2011	V53280	Collins Sports Medicine	0.00	385.39
	2863	05/23/2011	V02474	Connecticut Radio, Inc	0.00	350.00
	2864	05/23/2011	V00204	CREC	0.00	1,755.00
	2865	05/23/2011	V60263	Dick's Sporting Goods	0.00	120.00
	2866	05/23/2011	V53643	East Coast Sign	0.00	27.00
	2867	05/23/2011	V52706	Eastern Electric, Inc.	0.00	308.00
	2868	05/23/2011	V01275	Elmcrest Golf Shop, LLC	0.00	531.25
	2869	05/23/2011	V53352	Enchanted Learning, LLC	0.00	125.00
	2870	05/23/2011	V54168	First Student, Inc	0.00	5,173.60

# Somers Board of Education General Budget Treasury Warrant

Report # 12081

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	2871	05/23/2011	V54081	Graduate Pest Solutions, Inc.	0.00	253.00
	2872	05/23/2011	V51232	Hartford Hospital	0.00	4,806.00
	2873	05/23/2011	V53228	Herff Jones Inc.	0.00	9.37
	2874	05/23/2011	V60090	High Grade Gas Service, Inc	0.00	1,176.28
	2875	05/23/2011	V60043	IVEY Industries	0.00	57.65
	2876	05/23/2011	V02625	K & S Distributors	0.00	886.38
	2877	05/23/2011	E00163	Kapner, Rob	0.00	33.15
	2878	05/23/2011	V00665	Kelly-Fradet Lumber	0.00	89.78
	2879	05/23/2011	V00039	Leonards Auto Parts Co.	0.00	38.10
	2880	05/23/2011	V51340	Life Safety Service & Supply LLC	0.00	865.00
	2881	05/23/2011	V52107	Major Electric Supply	0.00	165.90
	2882	05/23/2011	V60361	Marlin Leasing Corp	0.00	272.89
	2883	05/23/2011	E00287	McNamee, Sarah	0.00	13.26
	2884	05/23/2011	V52705	MIRMA	0.00	25,888.73
	2885	05/23/2011	E00232	Mooney, Steven	0.00	24.48
	2886	05/23/2011	E00447	Mozak-Pezza, Kathleen	0.00	259.40
	2887	05/23/2011	V60256	National AV Supply	0.00	57.16
	2888	05/23/2011	V60287	New England Mechanical Services, Inc.	0.00	568.91
	2889	05/23/2011	V60486	Northern Nurseries, Inc.	0.00	809.75
	2890	05/23/2011	E00247	Oliver, Jennifer	0.00	22.44
	2891	05/23/2011	E00250	Pacosa-McEvoy, Elizabeth	0.00	22.03
	2892	05/23/2011	V53914	Pitney Bowes, Inc.	0.00	105.00
	2893	05/23/2011	V60435	Post Reporting Services, Inc	0.00	710.95
	2894	05/23/2011	V60053	Premier Laboratory, Inc	0.00	301.00
	2895	05/23/2011	V02014	Pyramid School Products	0.00	131.40
	2896	05/23/2011	E00288	Roberts, Steven	0.00	46.90
	2897	05/23/2011	V01779	S & S Worldwide	0.00	133.25
	2898	05/23/2011	V60095	Select Physical Therapy	0.00	6,000.00
	2899	05/23/2011	V60459	Shipman's Fire Equipment Co., Inc	0.00	82.60
	2900	05/23/2011	V60031	SNE Building Systems	0.00	495.00
	2901	05/23/2011	V02404	Somers Ace Hardware	0.00	301.91
	2902	05/23/2011	V00486	Somers High School	0.00	365.42
	2903	05/23/2011	V00886	Somers Lunch Program	0.00	10.50
	2904	05/23/2011	V02129	Sonitrol	0.00	700.00
	2905	05/23/2011	E00322	Suffredini, Dr. Maynard	0.00	45.90
	2906	05/23/2011	V02081	Teacher Created Materials	0.00	45.99
	2907	05/23/2011	V60493	Tiffin Mats, Inc.	0.00	969.00

# Somers Board of Education General Budget Treasury Warrant

Report # 12081

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	2908	05/23/2011	M53099	Tull Brothers, Inc.	0.00	628.00
	2909	05/23/2011	V21164	Unum Life Insurance Company of America	0.00	3,829.57
	2910	05/23/2011	V54059	Verizon Wireless	0.00	304.18
	2911	05/23/2011	V53413	W. B. Mason	0.00	2,212.50
	2912	05/23/2011	V52399	W.R. Robinson Lumber	0.00	270.73
<b>Totals:</b>					0.00	\$270,628.56

62 Checks Listed.

# Somers Board of Education General Journal Register

Report # 12080

Batch: 4241

Transaction: N/A

Show Summary Only: Yes

<b>Batch #</b> 4241	<b>Control Total</b> \$270,628.56	<b>Status</b> Posted	<b>Created By</b> lbergamini	<b>Created On</b> 05/16/2011	<b>Last Updated By</b> lbergamini	<b>Last Updated On</b> 05/18/2011
------------------------	--------------------------------------	-------------------------	---------------------------------	---------------------------------	--------------------------------------	--------------------------------------

## General Ledger Distribution Summary

Period, Fiscal Year Account Number	Account Description	DTF Base	Over Budget	Debits	Credits
<b>May, 2011</b>					
<b>Generated Distributions</b>					
10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			238,322.36	0.00
10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	238,322.36
	Total Generated Distributions			<b>\$238,322.36</b>	<b>\$238,322.36</b>
<b>User-Entered Distributions</b>					
10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	270,628.56
10-100-2-2-14-241-611-01-5-00155	K-5 - GENERAL SUPPLIES			1,214.90	0.00
10-100-2-3-12-242-611-01-5-00182	MA - TECHNOLOGY ED SUPPLIES			270.73	0.00
10-100-2-3-28-242-611-01-5-01150	SW - SCIENCE SUPPLIES			45.99	0.00
10-100-2-4-12-242-611-01-5-00183	HS - TECHNOLOGY ED SUPPLIES			442.73	0.00
10-100-2-4-28-242-611-01-5-00206	HS - SCIENCE SUPPLIES			202.90	0.00
10-100-2-4-48-242-611-01-5-00721	HS - HEALTH ED SUPPLIES			133.25	0.00
10-100-2-5-44-242-611-03-5-00222	SW - A.V. SUPPLIES			493.35	0.00
10-120-9-9-98-251-580-05-5-00272	SP ED - TRAVEL/IN-SERVICE			24.48	0.00
10-120-9-9-98-251-580-05-5-00273	SP ED - DIRECTOR'S TRAVEL			411.47	0.00
10-219-1-5-50-134-690-05-5-00875	SW - PROF DEVELOPMENT SUPPLIES			259.40	0.00
10-221-1-2-50-251-580-05-5-00260	K-5 - PRINCIPAL'S TRAVEL			22.44	0.00
10-221-1-4-50-251-580-05-5-00267	HS - TRAVEL/IN-SERVICE			60.16	0.00
10-221-1-4-50-251-580-05-5-00269	HS - PRINCIPAL'S TRAVEL		Yes	33.15	0.00
10-222-2-5-14-233-611-03-5-00150	SW - COMPUTER SOFTWARE		Yes	125.00	0.00
10-231-1-5-74-134-330-10-5-00045	B.O.E. - OTHER PROF. SERVICES		Yes	710.95	0.00
10-231-1-5-74-134-690-10-5-00047	B.O.E. - SUPPLIES			10.50	0.00
10-232-1-5-72-251-580-05-5-00271	CO - TRAVEL/IN-SERVICE			45.90	0.00
10-232-6-5-66-830-440-04-5-00526	CO - POSTAGE METER			105.00	0.00
10-240-1-2-40-132-530-04-5-00035	K-5 - POSTAGE		Yes	22.03	0.00
10-240-2-5-40-830-440-01-5-00905	SW - COPIER SUPPLIES/MAINTEN.			35.75	0.00
10-240-6-3-66-830-440-03-5-01012	MA - COPIER SUPPLIES			1,077.27	0.00
10-240-7-4-54-880-690-07-5-00274	HS - GRADUATION			9.37	0.00
10-260-1-5-64-642-530-04-5-01217	SW - COMMUNICATION SUPPLIES			350.00	0.00
10-260-1-6-40-132-530-04-5-00040	MAINTENANCE - POSTAGE			0.00	0.00
10-260-5-2-62-722-430-08-5-01141	K-5 BUILDING REPAIRS		Yes	1,126.00	0.00

## Somers Board of Education General Journal Register

Report # 12080

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
4241	\$270,628.56	Posted	lbergamini	05/16/2011	lbergamini	05/18/2011
		10-260-5-2-64-642-530-04-5-00363	K-5 - TELEPHONE	Yes	228.43	0.00
		10-260-5-3-10-722-430-01-5-00385	MA - HOME EC MAINTENANCE		0.00	0.00
		10-260-5-3-64-642-530-04-5-00365	MA - TELEPHONE	Yes	163.71	0.00
		10-260-5-3-66-722-430-04-5-00389	MA - OFFICE EQUIP. MAINTENANCE		0.00	0.00
		10-260-5-3-66-722-430-08-5-00409	MA - EQUIPMENT MAINTENANCE		82.60	0.00
		10-260-5-4-12-722-430-01-5-00395	HS - TECHNOLOGY ED MAINTENANCE		57.65	0.00
		10-260-5-4-64-642-530-04-5-00366	HS - TELEPHONE		267.80	0.00
		10-260-5-5-64-642-530-04-5-00367	CO - TELEPHONE	Yes	330.04	0.00
		10-260-5-6-44-722-430-03-5-00404	SW - A.V. MAINTENANCE		57.16	0.00
		10-260-5-6-62-650-613-05-5-00377	SW - CUSTODIAL SUPPLIES		514.54	0.00
		10-260-5-6-62-722-430-08-5-00430	MA - BUILDING MAINTENANCE	Yes	1,111.91	0.00
		10-260-5-6-62-722-430-08-5-00435	SW - THERMOSTAT/CONTROLS	Yes	700.00	0.00
		10-260-5-6-62-722-430-08-5-00439	HS - BUILDING MAINTENANCE	Yes	716.78	0.00
		10-260-5-6-62-722-430-08-5-00440	SW - EQUIPMENT REPAIR	Yes	520.38	0.00
		10-260-5-6-62-722-430-08-5-00442	SW - GROUNDS KEEP		809.75	0.00
		10-260-5-6-62-722-430-08-5-00447	SW - GENERAL REPAIR	Yes	239.65	0.00
		10-260-5-6-62-722-430-08-5-00451	SW - MOWER MAINTENANCE		38.10	0.00
		10-260-5-6-62-722-430-08-5-00467	SW - GENERAL PAINT	Yes	11.95	0.00
		10-260-5-6-62-722-430-08-5-00801	SW - EXTERMINATING	Yes	253.00	0.00
		10-260-5-6-62-722-430-08-5-00885	SW - ELECTRICAL SUPPLIES		165.90	0.00
		10-260-5-6-64-641-620-05-5-00360	MA - ELECTRICITY		272.89	0.00
		10-260-5-6-64-643-690-05-5-00371	MA - PROPANE GAS	Yes	1,176.28	0.00
		10-260-6-5-62-722-430-04-5-00452	SW - MAINTENANCE CONTRACTS		301.00	0.00
		10-270-4-5-84-521-510-12-5-00328	ADDITIONAL TRANSPORTATION	Yes	800.00	0.00
		10-270-9-9-84-522-112-12-5-00333	SP ED - TRANSPORTATION AIDE		3,473.60	0.00
		10-270-9-9-84-522-510-12-5-00332	SP ED - ADDITIONAL MILEAGE		900.00	0.00
		10-280-6-5-82-820-200-13-5-00510	DENTAL	Yes	13,880.76	0.00
		10-280-6-5-82-820-200-13-5-00513	L.T.D.	Yes	3,829.57	0.00
		10-280-6-5-82-820-200-13-5-00516	WORKER'S COMPENSATION	Yes	25,888.73	0.00
		10-280-6-5-82-820-200-13-5-00517	UNEMPLOYMENT INSURANCE	Yes	76.00	0.00
		10-280-6-5-82-820-200-13-5-01185	SW - HEALTH MAINTENANCE ORG.		49,497.15	0.00
		10-280-6-5-82-820-200-13-5-01186	SW - PREFERRED PROVIDER ORG.	Yes	137,558.52	0.00
		10-280-6-5-82-820-200-13-5-01228	SW - HEALTH SAVINGS ACCOUNT	Yes	3,791.98	0.00
		10-320-2-4-54-880-690-07-5-00602	HS - ACADEMIC AWARDS		920.00	0.00
		10-320-7-4-42-860-590-06-5-01006	HS - ATHLETIC TRAINER		6,000.00	0.00
		10-320-7-4-42-880-690-06-5-00595	HS - ATHLETIC SUPPLIES		1,885.64	0.00
		10-320-7-4-42-880-690-06-5-01220	HS - ATHLETIC UNIFORMS		313.37	0.00
		10-611-9-9-88-955-560-14-5-00813	SP ED - CREC HEARING PROGRAM	Yes	1,755.00	0.00

## Somers Board of Education General Journal Register

Report # 12080

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On	
4241	\$270,628.56	Posted	lbergamini	05/16/2011	lbergamini	05/18/2011	
10-613-9-9-88-955-561-14-5-00673		SP ED - TUITION			4,806.00	0.00	
					Total User-Entered Distributions	<u>\$270,628.56</u>	<u>\$270,628.56</u>
					Total for May, 2011	<u>\$508,950.92</u>	<u>\$508,950.92</u>
					<b>Grand Total for Batch # 4241</b>	<u><b>\$508,950.92</b></u>	<u><b>\$508,950.92</b></u>

165 Transactions Listed.

May 16, 2011

Dr. Maynard Suffredini Jr.  
Superintendent of Schools  
Somers Public Schools

Dear Maynard:

*Change brings challenges, challenges bring excitement.*

Over the last many years, I have worked with young adolescents beginning as a playground instructor and continuing as a volunteer, coach, teacher, assistant principal and principal. These experiences have been extremely rewarding and fulfilling to me.

Most importantly, I am extremely proud of the time I have spent as Principal of the Mabelle B. Avery Middle School and will cherish the memories. The faculty and staff are highly intelligent, professional middle level educators. It has been a honor to work with them all.

To that end, after serving 33 years in public education, I will be retiring on June 30, 2011.

I truly do believe that people should experience variety and as many opportunities as life allows. Time has a way of passing too quickly.

*"Leap and a net will appear". Zen*

All My Best,



Nancy A. Barry

*This policy would replace our current policy.*

## **Personnel -- Certified/Non-Certified**

### **Personal Leaves**

#### **Family, Medical and Pregnancy Leave Policy**

Family and Medical leaves are provided by the Board as required by the federal Family and Medical Leave Act of 1993, as amended (FMLA). This policy and the corresponding regulations will be interpreted to comply with that law, as well as the Connecticut Fair Employment Practices Act (CFEPA) with respect to pregnancy-related disability leave and transfer. Employees should contact the Business Office of the Somers Public Schools if they have any questions regarding how the Board's FMLA policy and regulations apply to their situation, when and how they may take leave or any question regarding family, medical or pregnancy-related disability leave.

(cf. 4118.14 - Disabilities)

(cf. 4151.2 - Family Illness)

(cf. 4152.3 - Maternity; Adoptive; Child Care)

Legal Reference: P.L. 103-3 and 29 CFR Part 825 - The Family and Medical Leave Act of 1993, as amended by H.R. 4986, the National Defense Authorization Act for Fiscal Year 2008, Section 585. 29 U.S.C. §2601 et seq. and the National Defense Authorization Act for Fiscal Year 2010, Public Law 111-84, section 565, Title V.

Final Rule - published in Federal Register, Vol. 60, Nov. 4, Friday, January 6, 1995, as amended on February 3, 1995, March 30, 1995, and on November 17, 2008. Rules and Regulations (29 CFR Part 825).

#### Connecticut General Statutes

46b-3800 Applicability of statutes to civil unions and parties to a civil union.

PA 07-245 An Act Concerning Family and Medical Leave for Municipal Employees.

SOMERS BOARD OF EDUCATION

**Family and Medical Leave of Absence Policy**

Purpose

To define the policy and procedure of the Somers Board of Education with regard to family and medical leave required by the Family and Medical Leave Act of 1993 (FMLA).

This policy has been modeled after the interim regulations implementing the Family and Medical Leave Act of 1993 issued by the U.S. Department of Labor's Wage and Hour Division on June 4, 1993 (58 FR 31794, codified at 29 CFR Part 825).

Policy

Eligibility

Employees who have worked for the Board for at least twelve (12) months and at least 1,250 hours during the twelve (12) months preceding commencement of the leave may take up to twelve (12) weeks of unpaid leave (FMLA leave) for the following reasons:

- (1) Birth and/or care of a child of the employee;
- (2) Placement of a child into the employee's family by adoption or by a foster care arrangement;
- (3) Care of the employee's spouse, child or parent who has a serious health condition; or
- (4) Inability of the employee to perform the functions of the employee's position due to a serious health condition.

Any FMLA leave taken by an employee during the applicable twelve (12) month period will be used to determine the amount of available leave pursuant to the Family and Medical Leave Act. See "Method for Calculating Twelve Month Period" set forth below.

The right to family leave for the birth and/or placement of a child into an employee's family may only be taken within the twelve (12) months after the date of the birth or placement of the child. In the case of unpaid leave for the birth or placement of a child, intermittent leave or working a reduced number of hours is not permitted, unless both the employee and the Board<sup>1</sup> agree. If both spouses are employed by the Board, the combined leave shall not exceed twelve (12) weeks.

---

<sup>1</sup>As used in this policy, whenever agreement or exercise of discretion is required, "Board" shall mean the Superintendent, or other designee(s), charged with FMLA compliance responsibility.

For purposes of this policy, a serious health condition means an illness, injury, impairment or physical or mental condition that involves:

- any period of incapacity or treatment in connection with or consequent to in-patient care (i.e., an overnight stay) in a hospital, hospice or residential medical care facility;
- any period of incapacity requiring absence from work, school, or other regular daily activities of more than three (3) calendar days, that also involves continuous treatment by (or under the supervision of) a health care provider;
- continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three (3) calendar days; or
- prenatal care.

### Intermittent Leave/Reduced Hours

In the case of unpaid leave for serious health conditions, the leave may be taken intermittently or on a reduced hours basis only if such leave is medically necessary. Where an employee requests intermittent leave or leave on a reduced hours basis due to a family member's or the employee's own serious health condition, the Board has the option, in its sole discretion, to require the employee to transfer to a temporary alternative job for which the employee is qualified and which better accommodates the intermittent leave or reduced hours leave than the employee's regular job. The temporary position will have pay and benefits equivalent to the employee's regular job. The shortest period of time (one hour or less) that the payroll system uses to account for absences or leave shall constitute the minimum intermittent or reduced leave increment.

### Substitution of Accrued Leave

Employees may be required to use their available accrued leave time, such as personal leave and/or vacation time, during the twelve (12) week FMLA leave period, and available sick days when FMLA leave is taken because of a serious health condition of the employee. The Board's policies, practice(s) and/or collective bargaining agreement(s) regarding vacation time, personal days, sick days or other leave time will determine if an employee is eligible to receive accrued paid or unpaid leave. The employee will be notified immediately, in writing, which accrued leave, if any, will be counted towards the twelve (12) weeks of FMLA leave. If written notice is not given to the employee by the date of expiration of the leave, the accrued leave will not be counted towards the employee's available twelve (12) weeks of FMLA leave.

### Employee Notice – Foreseeable/Unforeseeable Need

When the necessity of leave is foreseeable due to the expected birth or placement of a child, the employee must provide the Board at least thirty (30) days notice of the employee's intention to take leave. If the date of birth or placement of a child requires the employee's leave to begin in less than thirty (30) days from the date of notice to the Board, the employee must provide such notice as soon as practical. Where the necessity for leave is due to a family member's or an employee's own serious health condition and is foreseeable based on planned medical treatment, the employee must:

- give at least thirty (30) days notice, or as soon as practical if treatment starts in less than thirty (30) days; and
- make a reasonable effort to schedule the treatment so as not to unduly disrupt the operation of the Board, subject to the approval of the health care provider.

Where the need for leave is unforeseeable, the employee must give notice as soon as practical.

#### Certification of Physician/Practitioner

Any leave request based on a family member's or employee's own serious health condition may have to be supported by certification from a health care provider. The employee must provide a copy of the certification to the Board in a timely manner. (Fifteen calendar days will be allowed to provide the certification.) Certification from the health care provider must contain:

- the date the serious health condition began;
- the possible duration of the conditions;
- if the leave is based on the care of a spouse, child or parent, a statement that the employee is needed to provide the care and an estimate of the amount of time that need will continue;
- in the case of intermittent leave or leave on a reduced hours basis for planned medical treatment, the date the treatment is expected to be given and the duration of the treatment.

#### Health Insurance

During FMLA leave of absence, the Board will continue to pay its portion of the health insurance premiums and the employee must continue to pay his/her share of the premiums. Failure of the employee to pay his/her share of the health insurance premiums may result in loss of coverage. If the employee does to return to work after the expiration of the leave, the employee will be required to reimburse the Board for payment of health insurance premiums during the FMLA leave, unless the employee does not return because of the presence of a serious health condition which prevents the employee from performing his/her job, or circumstances beyond the control of the employee.

#### Other Benefits

During FMLA leave, when no other leave is substituted, the employee shall not accrue any additional benefits. Employment benefits accrued by the employee up to the day on which the FMLA leave of absence begins will be available upon return from leave.

With respect to pension and retirement plans, FMLA leave will be treated as continued service for purposes of vesting and eligibility to participate.

#### Return to Work

The Board may require an employee on FMLA leave to report periodically on his/her status, and intention to return to work. Also, periodic recertification of the medical condition may be required.

~~An employee taking leave due to the employee's serious health condition may be required to obtain certification that the employee is able to resume work prior to returning from any FMLA leave. The Board will consider the nature of the employee's serious health condition, and the demands of the employee's position, when deciding whether to require certification of ability to resume work.~~

~~Employees who return to work from FMLA leave of absence within or on the business day following the expiration of the twelve (12) weeks are entitled to return to their job or an equivalent position without loss of benefits or pay.~~

#### Method for Calculating Twelve Month Period

~~For purposes of this policy, the following twelve month period shall apply:~~

~~A rolling twelve month period measured backward from the date the employee uses any FMLA leave (except that such measure may not extend back before August 5, 1993).~~

~~If an employee takes leave on an intermittent or reduced leave schedule only the amount of leave actually taken may be counted toward the twelve weeks of leave to which an employee is entitled. Where an employee normally works a part time schedule, the amount of leave to which an employee is entitled is determined on a pro rata or proportional basis. If any employee's schedule varies from week to week, a weekly average of the hours worked over the twelve weeks prior to the beginning of the leave period is used for calculating the employee's normal work week.~~

### INSTRUCTIONAL EMPLOYEES

~~"Instructional employees" are those employees whose principal function is to teach and instruct students in a class, a small group, or an individual setting such as teachers, athletic coaches, and certain special education assistants. Teacher assistants or aides who do not have as their principal job actual teaching or instructing are not considered "instructional employees" for purposes of this policy. Auxiliary personnel such as counselors, psychologists or curriculum specialists, whose principal function is not teaching or instructing students in a class, small group or individual setting are not considered "instructional employees". Bus drivers, cafeteria workers, maintenance workers, and similar employees are also not "instructional employees."~~

#### Intermittent Leave/Reduced Leave Instructional Employees

~~If an eligible instructional employee requests intermittent leave or leave on a reduced leave schedule to care for a family member, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment, and the employee would be on leave for more than twenty percent (20%) of the total number of working days over the period the leave would extend, the Board of Education, at its option, may require the employee to choose either to:~~

- ~~1. Take leave for a period or periods of particular duration, not greater than the duration of the planned treatment; or~~
- ~~2. Transfer temporarily to an available alternative position for which the employee is qualified which has equivalent pay and benefits and better accommodates recurring periods of leave than does the employee's regular position.~~

~~An instructional employee who does not give required notice of foreseeable leave to be taken intermittently or on a reduced leave schedule may be required by the Board to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the Board~~

may require the employee to delay the taking of leave until the notice provision is met. This notice provision, however, shall not be interpreted to be more strict for purposes of FMLA leave than the Board requires from its employees otherwise taking comparable paid or unpaid leave.

### Instructional Employees – Academic Term

The school year is divided into two academic terms. “Academic term” means the school semester which typically ends near the end of the calendar year or the end of spring each school year. An instructional employee who begins leave more than five weeks before the end of a term may be required by the Board to continue taking leave until the end of the term if:

- A. The leave will last at least three weeks, and
- B. The employee would return to work during the three week period before the end of the term.

If an instructional employee begins leave for a purpose other than the employee’s own serious health condition during the five week period before the end of the term the Board may require the employee to continue taking leave until the end of the term if:

- (i) The leave will last more than two weeks, and
- (ii) The employee would return to work during the two week period before the end of the term.

If the instructional employee begins leave for a purpose other than the employee’s own serious health condition, during the three week period before the end of the term, and the leave will last more than five working days, the Board may require the employee to continue taking leave until the end of the term.

### PROCEDURE

Notice by an employee of the need for a leave of absence under FMLA must be given to an appropriate supervisor at least thirty (30) days before the leave is to commence, or as soon as possible if thirty (30) days notice is not possible. The Board may waive such notice requirement and designate accrued leave as FMLA leave if it would qualify, except for lack of the required notice.

Each employee taking leave which meets the requirements for FMLA leave will be provided a copy of this policy, the “Request For And/Or Response to Leave Under the Family And Medical Leave Act of 1993” form and the “Certification of Physician or Practitioner” form (if appropriate). Such forms are incorporated in, and made a part of, this policy.

### RECORDS

The FMLA requires employers to maintain records in accordance with the record keeping requirements of Section 11 © of the Fair Labor Standards Act and in accordance with FMLA regulations. FMLA regulations require that such records disclose the following:

1. Name, address and occupation of the employee; rate or basis of pay and terms of compensation; daily and weekly hours worked per pay period; additions to or deductions from wages; and total compensation paid;
2. Dates FMLA leave is taken by employees. Leave must be designated in records as FMLA leave;

- ~~3. If FMLA leave is taken in increments of less than one full day, the hours of the leave;~~
- ~~4. Any written notice of FMLA leave given by the employee, and copies of all notices given to employees as required by law and by this policy;~~
- ~~5. Any document describing employee benefits or employee policies and practices regarding the taking of paid and unpaid leaves;~~
- ~~6. Payment of any employee benefits' premiums; and~~
- ~~7. Records of any dispute regarding designation of leave as FMLA leave, including any written statement from the Board or an employee of the reasons for the designation and for the disagreement.~~

### Medical Records

~~Records and documents relating to medical certifications, recertifications or medical histories of employees or employees family members, shall be maintained in separate files/records and treated as confidential medical records.~~

*A related version of this policy should also be placed in the 4000 series-Personnel.*

## **Students**

### **Harassment**

The Board strives to provide a safe, positive learning environment in the schools. Therefore, harassment, in any form, will not be tolerated. This policy applies to all students, staff members, Board members, parents, vendors, contracted individuals, volunteers, other employees and other visitors – who are on District grounds or property or on property within the jurisdiction of the District; on buses operated by or for the District; while attending or engaged in District activities; and while away from District grounds if the misconduct directly affects the good order, efficient management, and welfare of the District.

Employees, students, and others are expected to adhere to a standard of conduct that is respectful and courteous to all. The principle of freedom of expression that might otherwise protect the most offensive public speech does not protect or encompass a right to threaten the dignity and privacy of an individual. Such personally directed behavior will not be tolerated.

Harassment consists of verbal, written, graphic or physical conduct relating to an individual's race, color, religion, sex, national origin/ethnicity, physical attributes or disability, parental or marital status, sexual orientation, including gender identity/expression or age when such conduct/harassment:

1. is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity, creates an intimidating, threatening or abusive educational environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; and
3. otherwise adversely affects an individual's learning opportunities.

Harassment as set forth above may include, but is not limited to:

- verbal, physical, or written intimidation or abuse;
- repeated remarks of a demeaning or condescending nature;
- repeated demeaning jokes, stories, or activities directed at the individual.

The Board strictly prohibits retaliation against any person for filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating in an investigation of discrimination or harassment. The Board considers/treats retaliation as a form of discrimination.

Each student shall be responsible to respect the rights of their fellow students and District employees and to ensure an environment free from all forms of unlawful harassment.

Should harassment be alleged, it is the policy of this Board that it shall be thoroughly investigated, that there shall be no retaliation against the victim of the alleged harassment, and that the problem/concern shall be appropriately addressed.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Curriculum Director as the District's Compliance Officer.

## Students

### Harassment (continued)

(cf. 4118.113/4218.113 - Harassment)

(cf. 5131.911 - Bullying)

Legal Reference: Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq.

29 CFR 1604.11, EEOC Guidelines on Sex Discrimination.

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.

34 CFR Section 106.8(b), OCR Guidelines for Title IX.

Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49, 29 CFR Sec. 1606.8 (a) 62 Fed Reg. 12033 (March 13, 1997) and 66 Fed. Reg. 5512 (January 19, 2001)

*Meritor Savings Bank. FSB v. Vinson*, 477 U.S. 57 (1986)

*Faragher v. City of Boca Raton*, No. 97-282 (U.S. Supreme Court, June 26, 1998)

*Burlington Industries, Inc. v. Ellerth*, No. 97-569, (U.S. Supreme Court, June 26, 1998)

*Gebbs v. Lago Vista Indiana School District*, No. 99-1866, (U.S. Supreme Court, June 26, 1998)

*Davis v. Monroe County Board of Education*, No. 97-843, (U.S. Supreme Court, May 24, 1999.)

Connecticut General Statutes

46a-60 Discriminatory employment practices prohibited.

10-15c Discrimination in public schools prohibited. School attendance by five-year olds. (Amended by P.A. 97-247 to include "sexual orientation)

10-153 Discrimination on account of marital status.

17a-101 Protection of children from abuse.

## **Student Sports – Concussion and Head Injuries**

The Board of Education recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or deaths are significant when a concussion or head injury is not properly evaluated and managed.

For the school year beginning July 1, 2011, and each school year thereafter, and after the completion of the initial training course regarding concussions and head injuries, each coach shall annually review current and relevant information regarding concussions and head injuries prior to the start of the coaching assignment. This annual review is not required in any year the coach is completing a refresher course. Beginning July 1, 2015, and each school year thereafter, a coach must complete a approved refresher course not later than five years after the initial training course in order to maintain his/her coaching permit and to coach in the District.

The District will also utilize protocols developed by the Connecticut Concussion Task Force, information promulgated by the Connecticut Interscholastic Athletic Association (CIAC), Centers of Disease Control and Prevention and other pertinent information and forms to inform and educate coaches, youth athletes and their parents and/or guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

Annually the District will distribute a head injury and concussion information sheet to all parents/guardians of student participants in competitive sport activities. The parent/guardian and student must return a signed acknowledgement indicating that they have reviewed and understand the information provided before the student participates in any covered activity. This acknowledgement form must be returned and be on file with the District in order for the student to be allowed to practice or compete in the sports activity.

All coaches will complete training pertaining to the District's procedures.

Further, in compliance with applicable state statutes, the coach of any intramural or interscholastic athletics shall immediately remove any student athlete participating in intramural or interscholastic athletics who (1) is observed to exhibit signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body during a practice, game or competition, (2) is diagnosed with a concussion, or (3) is otherwise suspected of having sustained a concussion or head injury because such student athlete is observed to exhibit signs, symptoms or behaviors consistent with a concussion regardless of when such concussion or head injury may have occurred.

The coach shall not permit such student athlete to participate in any supervised team activities involving physical exertion, including, but not limited to, practices, games or competitions, until such student athlete receives written clearance to participate in such supervised team activities involving physical exertion from a licensed health care professional\* trained in the evaluation and management of concussions.

Following medical clearance, the coach shall not permit such student athlete to participate in any full, unrestricted supervised team activities without limitations on contact or physical exertion, including, but not limited to, practices, games or competitions, until such student athlete (1) no

## **Students**

### **Student Sports – Concussion and Head Injuries (continued)**

longer exhibits signs, symptoms or behaviors consistent with a concussion at rest or with exertion, and (2) receives written clearance to participate in such full, unrestricted supervised team activities from a licensed health care professional trained in the evaluation and management of concussions.

The Board believes that at the forefront of concussion management is the implementation of baseline testing, through the implementation of the ImPACT (Immediate Post-concussion Assessment and Cognitive Testing) Program. Subject to the availability of financial resources, District athletes will receive “baseline” testing every two years by the athletic trainer prior to the start of the sports season.

Legal Reference: Connecticut General Statutes

PA 10-62 An Act Concerning Student Athletes and Concussions

## SOMERS BOARD OF EDUCATION

1 Vision Boulevard

Somers, CT 06071

[www.somers.k12.ct.us](http://www.somers.k12.ct.us)

### MINUTES OF THE MEETING – May 23, 2011

<b>Members Present:</b>	D.Palmer, J.Formeister, R.Lees, B.Devlin, J.Taylor, T.Potrikus, A.Kirkpatrick, M.Marquardt
<b>Members Absent:</b>	S. Bollinger
<b>Administrators Present:</b>	M.Suffredini, B.Boutwell, K.Pezza
<b>Staff Present:</b>	J.MacFeat, L.Ford
<b>Citizens Present:</b>	
<b>Students Present:</b>	
<b>Others:</b>	Roy Caso (Mass Mutual)

#### 1.0 CALL TO ORDER

The regular meeting of the Board of Education was called to order at 7:00 p.m. by Chairman Palmer in the Mabelle B. Avery Middle School Board of Education meeting room.

#### 2.0 PLEDGE OF ALLEGIANCE

#### 3.0 APPROVAL OF MINUTES – May 9, 2011

May 9, 2011 Regular Meeting – It was MOVED (A.Kirkpatrick) SECONDED (B.Devlin) to approve the May 9, 2011 Board of Education regular meeting minutes as presented. PASSED 8-0

#### 4.0 AUDIENCE TO CITIZENS/STAFF/STUDENTS

##### 4.1 Curriculum Presentation – Differentiating Instruction

Director of Curriculum, Kathleen Pezza, presented a report on how differentiated instruction is implemented at the elementary, middle and high school levels.

Differentiated Instruction (DI) began four years ago at both the middle and elementary schools. Differentiated Instruction was woven into Scientifically Research Based Intervention (SRBI) during the past few years.

This year the major focus of DI at the elementary school was in the area of literacy. Each student was assessed and taught how to select “just right” reading books. iPods and iPads have been used to differentiate for students with a variety of learning challenges.

The middle school is using technology to do much of its differentiation. Students can download and either read or listen to novels at home. They can also use iPods and laptops to complete assignments or projects and can podcast projects in a variety of subjects. Teachers differentiate reading materials, assignments, rubrics, organizers, assessments and activities.

High school teachers started the process of differentiating lessons and assessments at the beginning of last year. Many DI lessons have been piloted this year and will continue to be developed next year. Professional Development days and faculty and team meetings are used to develop and refine DI lessons.

#### **4.2 Reader's Workshop Update**

Director of Curriculum, Kathleen Pezza, updated the Board on Reader's Workshop. Mrs. Pezza presented graphs that showed growth and progress throughout the year. Mrs. Pezza explained that the target gets harder as you go along and the students in grades three and five are keeping up with the target. Grade four showed a dip in the spring.

Mrs. Pezza stated that there should be improvement in the DRP scores this year because of Reader's Workshop initiative.

Mrs. Pezza explained that this was a learning year for the teachers and that next year they will be able to start the program in September. The program started in October this year due to the initial training.

Mrs. Pezza stated that they plan to expand the Reader's Workshop program to K-2 next year.

In response to a question from Chairman Palmer, Mrs. Pezza stated that there is a math component to the program and the teachers would like to try it next year to see how it works. Mrs. Pezza explained that the math component does not exactly match our state math standards but the program can be adapted to work with our standards.

#### **5.0 CORRESPONDENCE**

Chairman Palmer reported receipt of the following:

- Emails concerning clean energy funding
- A notice of a retirement party.

#### **6.0 OPPORTUNITY TO ADD/DELETE AGENDA ITEMS**

**6.1** It was MOVED (J.Formeister) SECONDED (A.Kirkpatrick) to add as a First Warning the purchase of novels for Honors English Grades 9 and 11 to the agenda as item 8.5 under New Business. PASSED 8-0.

#### **7.0 CONSENT AGENDA**

**7.1** Approval of Bills 5/23/11 – (\$270,628.56)

It was MOVED (B.Devlin) SECONDED (J.Formeister) to approve the 5/23/11 Bills in the amount of \$270,628.56 as presented. PASSED 8-0

**7.2** Retirement Notification (N.Barry)

It was MOVED (B.Devlin) SECONDED (J.Formeister) to accept the retirement notification submitted by Mabelle B. Avery Middle School Principal, Nancy Barry, effective June 30, 2010. PASSED 8-0

The Board thanked Ms. Barry for her years of service and dedication to the students, parents and to the district. The Board wished Ms. Barry well in her retirement.

#### **8.0 NEW BUSINESS**

**8.1** District Noncertified Pension Plan

Mass Mutual representatives Mr. Roy Caso and Mr. Tom Mazzoli have reviewed the district's noncertified pension plan. Adjustments to the plan have been proposed and were outlined for the Board by Mr. Caso. The proposal is to move the funds from the retail division into the investment division. There will be no change in the plan design but there will be a change in the capital design that will correct the way the fund is currently operating. The agency that manages the funds will change allowing for a more personal approach. The agency would be under the umbrella of Mass Mutual.

It was MOVED (B.Devlin) SECONDED (M.Marquardt) to change the management and reallocation of the funds in the district's noncertified pension plan as recommended by the Superintendent and to create an ad hoc committee to review the noncertified pension plan. (Withdrawn)

It was MOVED (B.Devlin) SECONDED (M.Marquardt) to withdraw the above motion. PASSED (8-0)

It was the consensus of the Board to form an ad hoc committee chaired by J.Taylor to review the noncertified pension plan. T.Potrikus will serve on this committee in an advisory capacity only and will not participate as a voting member of the committee.

The Board would like clarification of Mr. Mazzoli's role from the town attorney.

- 8.2** Second Warning/Adoption of DBS Code: 4152.6/4252.6 – Family, Medical and Pregnancy Leave Policy  
It was MOVED (T.Potrikus) SECONDED (J.Taylor) to adopt of DBS Code: 4152.6/4252.6 – Family, Medical and Pregnancy Leave Policy as presented. PASSED 8-0.
- 8.3** Second Warning/Adoption of DBS Code: 5145.52 – Harassment  
It was MOVED (T.Potrikus) SECONDED (J.Taylor) to adopt of DBS Code: 5145.52 – Harassment as presented. PASSED 8-0
- 8.4** Second Warning/Adoption of DBS Code: 5141.7 – Student Sports-Concussion and Head Injuries  
It was MOVED (T.Potrikus) SECONDED (J.Taylor) to adopt DBS Code: 5141.7 – Student Sports-Concussion and Head Injuries as presented. PASSED 8-0
- 8.5** First Warning - Approval to purchase the following novels for Honors English Grades 9 and 11: *Fahrenheit 451* (Ray Bradbury), *To Kill A Mockingbird* (Harper Lee), *The Book Thief* (Markus Zusak), *Of Mice and Men* (John Steinbeck), *All Quiet on the Western Front* (Erich Maria Remarque), *Life Is So Good* (G.Dawson & R.Glaubman), *Life of Pi* (Yann Martel), *The Curious Incident of the Dog in the Night Time* (Mark Haddon), *Mister Pip* (Lloyd Jones), *Saving CeeCee Honeycutt* (Beth Hoffman) for Honors English 9 and *Angela's Ashes* (Frank McCourt) for Honors English 11.

Second Warning will be included on the June 13<sup>th</sup> BOE meeting agenda.

## **9.0 OLD BUSINESS**

### **9.1** Approval of DBS Solar Project

It was MOVED (B.Devlin) SECONDED (A.Kirkpatrick) to approve the DBS Solar Panel Project as presented contingent upon the Board of Finance appropriating the funding for the Somers Elementary School roof repairs out of special projects and not from capital funds or the Board of Education's operating budget. PASSED 5-2 (J.Formeister, T.Potrikus opposed). M.Marquardt was not in attendance for this vote.

## **10.0 ADMINISTRATIVE REPORTS**

- 10.1** Dr. Suffredini reported that he along with the Somers First Selectman, Lisa Pellegrini, Steven Jacobs, Town of Somers Sanitation and Health and Bill Boutwell, Board of Education Director of Business Services attended a crisis management tabletop exercise run by North Central District Health Department dealing with exposure to anthrax. Dr. Suffredini reported that there were representatives from area towns participating in this

exercise. The group reviewed the current plans that are in place to provide for mass inoculation for residents of their communities. Due to its location, Somers will be applying to the state for permission to distribute medication in Somers in the event of a medical crisis.

**10.2 Superintendent's End of the Year Evaluation**

A Special Meeting will be scheduled for June 20<sup>th</sup> at 6:00 p.m. for the Board to meet with Dr. Suffredini to discuss his End of the Year Evaluation.

**10.3** Dr. Suffredini reported that he would not be notifying teachers who received nonrenewal notices regarding the status of their jobs or responding to teachers who have requested job sharing until Governor Malloy has resolved the state union's mitigation plan for "give backs." Assignment letters will be sent to staff that did not receive nonrenewal notices.

**10.4 Mabelle B. Avery Principal Search**

Dr. Suffredini reported that he will advertise for the position and the screening process will be developed using the same format that has been used in the past. Dr. Suffredini will serve on the Search Committee and make the recommendation to the Board.

**11.0 COMMITTEE REPORTS**

**Minutes will be taken at all subcommittee meetings.**

**11.1 Budget**

The Town Referendum is tomorrow.

**11.2 Curriculum**

The Curriculum Committee met this evening and will meet again on June 13<sup>th</sup>.

**11.3 Policy**

The Policy Committee will meet on June 2<sup>nd</sup> at 6:30 p.m.

**11.4 Salary & Negotiations**

The Salary & Negotiations Committee met with the nurse's union today. Two more meetings have been scheduled.

The meeting with the custodian's union that was scheduled for today will be rescheduled.

**12.5 Planning Committee – No Report**

**12.6 Other Committees**

**12.6.1** Technology Ad Hoc Committee – No report

**13.0 OTHER**

**13.1** J.Formeister reported that she attended a Wellness Committee meeting along with Director of Curriculum, K.Pezza and Director of Business Services, B.Boutwell. Mrs. Formeister reported that the parents who attended the meeting expressed concern that the Board's policy regarding allergies is not adequate and requested additions be made to the policy.

Dr. Suffredini will discuss the parent concerns and suggestions expressed at this meeting with the Policy Committee. Dr. Suffredini stated that all staff need to be aware of the Board's allergy policy.

**13.2** The date of the Board's retreat has been changed to Wednesday, July 20<sup>th</sup>.

**14.0 ADJOURNMENT**

It was MOVED (T.Potrikus) SECONDED (J.Taylor) to adjourn the regular meeting of the Board of Education at 9:17 p.m. PASSED 7-0 (B.Devlin was not in attendance when the meeting adjourned.)

Respectfully submitted,

Rick Lees, Jr., Secretary  
Joan Jaquith, Recording Secretary

These minutes are not official until approved at a subsequent meeting.