

**BOE Meeting Template**  
**Monday, June 10, 2013 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. Building Goals Presentation 7

A report regarding the 2012-2013 building and program goals will be presented. Board members will have the opportunity to ask any questions they may have.
5. CORRESPONDENCE
6. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS
7. CONSENT AGENDA
  1. Approval of Bills 36
  2. Resignations (L. Cook/A. Ryan/P. Bryzgel) 43

Leah Cook, Pupil Services Secretary and BOE Recording Secretary has submitted her resignation effective 8/2/13. Leah has been employed by the district for 2 years.

Ann Marie Ryan, SHS Paraprofessional has submitted her resignation effective at the conclusion of the 2012-2013 school year. Ann Marie has been employed by the district for 3 years.

Penny Bryzgel, SHS Assistant Principal has submitted her resignation effective at the conclusion of the 2012-2013 school year. Penny has been employed by the district for 9 years.
3. Retirements (S. Selley/C. Black) 46

Susan Selley, Administrative Assistant to the Superintendent and BOE Secretary has submitted her retirement notification effective 8/30/13. Su has been employed by the district for 31 years.

Carol Black, SHS Media Paraprofessional has submitted her retirement notification effective at the conclusion of the 2012-2013 school year. Carol has been employed by the district for 27 years.
8. NEW BUSINESS
  1. Approval of Job-Sharing Agreements 48

Requests have been received to continue three SES job-sharing agreements in the 2013-2014 school year. These requests were submitted by P. Clark/R. Leiphard for the Media Information Specialist position, N. Dzicek/M. Shannon for Grade 3, and M. Staunton/K. Doran for Grade 1.
  2. First Warning of MBA Textbook Requests 54

The Curriculum Committee has reviewed the textbooks requests for grades 6, 7 and 8 and are presenting them to the board as a first warning. Approval will be included on the 6/24/13 agenda.
9. OLD BUSINESS
  1. Approval of Full-Day Kindergarten

The superintendent will outline the facility changes and resources and funding for the new full-day kindergarten program.
10. ADMINISTRATIVE REPORTS
  1. General Counsel Services Agreement 55

I am in receipt of the annual agreement for legal counsel services from Attorney William Connon who is now a member of Pullman & Comley. It is my intent to sign this agreement on behalf of the board.
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 28, 2013

**Members Present:** D.Palmer, B.Devlin, R.Lees, A.Kirkpatrick, R.Schmidt, S.Bollinger, M.Cicciarella, J.Formeister (arrived at 7:01 p.m.)

**Members Absent:**

**Administrators Present:** M.Suffredini, K.Pezza, B.Boutwell, D.Messina, G.Cotzin

**Staff Present:** A.Walker

**Citizens Present:** B.Capuano

**Students Present:**

**Others:** M.Callahan (Reporter)

#### 1.0 SPECIAL BOE MEETING

A special BOE meeting was held at 6:40 p.m. to interview BOE candidate(s).

#### 2.0 CALL TO ORDER

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

#### 3.0 PLEDGE OF ALLEGIANCE

#### 4.0 APPROVAL OF MINUTES

May 13, 2013 – It was MOVED (B.Devlin) SECONDED (R.Lees) to amend the May 13, 2013 Board of Education meeting minutes as presented to include the following in Section 4.1 – District Noncertified Pension Plan Report: “As part of the Pension Advisory Committee’s report to the Board of Education and upon presenting to the Board in the future, the committee will provide a summary page for inclusion in the Board’s packet prior the BOE meeting.”  
PASSED 7-0

#### 5.0 AUDIENCE TO CITIZENS/STAFF/STUDENTS

#### 6.0 CORRESPONDENCE

The Board received correspondence from CABA regarding reissuing membership.

#### 7.0 OPPORTUNITY TO ADD/DELETE AGENDA ITEMS

#### 8.0 CONSENT AGENDA

##### 8.1 Approval of Bills 05/28/13 (\$42,171.81)

It was MOVED (B.Devlin) SECONDED (R.Lees) to approve the 04/28/13 Bills in the amount of \$42,171.81 as presented. PASSED 8-0

##### 8.2 Common Core Standards Update

Ms. Pezza, Director of Curriculum, provided an overview to the Board on the Common Core State Standards and the Smarter Balanced Assessments. The Common Core State Standards are what students are supposed to be learning, with Smarter Balanced Assessments testing how they know the standards. The CCSS have an emphasis on depth with fewer topics. For

Math, the standards are much more focused and require students to understand concepts in greater depth than the previous math standards. As a result, students will cover fewer topics in a single year. There are eight standards for Mathematical Practice that is heavily integrated throughout the K-12 experience. These standards form the basis for the Smarter Balanced Assessment. These standards include: make sense of problems and persevere in solving them; reason abstractly and quantitatively; construct viable arguments and critique the reasoning of others; model with mathematics; use appropriate tools strategically; attend to precision; look for and make use of structure; and look for and express regularity in repeated reasoning.

For English Language Arts, there will be several changes for Common Core, such as: increase in text complexity; reading genres with fiction and nonfiction at all grade levels (greater inclusion of mythology, folktales, and poetry than in the past); and narrative, informational, and argumentative (persuasive) writing genres at all grade levels. There will be a close analysis of texts, heavy emphasis on backing up a claim and conclusion, writing prompts will be directly tied to text; short research projects included in every unit of study and occur throughout the school year; and emphasis on students' ability to write sound arguments on substantive topics and issues.

For Smarter Balanced Assessments, the test will be delivered on a computer. Each student will take two tests, a Math and ELA test (writing and reading). The tests are computer adaptive and the difficulty of questioning will vary dependent on how well the student responds. No student will take the same test and the test has no time limits on it. It will end when the computer can assign a performance level to the student. Students will be exposed to video and audio questions, which test their listening abilities. The first administration of the Smarter Balanced Assessment will begin the 2014-2015 school year.

## **9.0 NEW BUSINESS**

### **9.1 Second Warning/Adoption of MBA Math and SHS English Textbooks**

The Curriculum committee has reviewed the requests for MBA Math texts and SHS English texts and presented to the Board as a first warning on 5/13/13. Adoption is now being requested by the Board.

It was MOVED (B.Devlin) SECONDED (J.Formeister) to adopt the MBA Math and SHS English textbooks as reviewed by the Curriculum Committee as presented. PASSED 8-0

### **9.2 Appointment of new BOE Member to Fill Vacancy**

A special meeting was held at 6:40 p.m. to interview candidate(s) to fill BOE vacancy, previously held by B.Pellissier. An interview was held with Ms. Barbara Capuano, and a motion was made by the Board.

It was MOVED (B.Devlin) SECONDED (S.Bollinger) to approve the new appointment of Ms. Barbara Capuano as presented. PASSED 8-0

### **9.3 Approval of SES Classroom Renovation Bid**

The bid process has concluded for the Somers Elementary School Kindergarten classroom renovation. Three elementary school rooms will be constructed into two for the potential full-day kindergarten program. Dr. Suffredini and the Board are waiting for the town referendum and 2013-2014 budget passing before moving on with renovations and programmatic plans. The Superintendent has recommended that the Board vote to accept the bid presented by Design to Finish in the amount of \$24,110 dollars, as it is considerably lower than the three other bids placed. BOE Member R.Schmidt questioned the process, and discussed change orders and contract. BOE Member A.Kirkpatrick questioned the

sequencing, as the potential full-day kindergarten program has not been formally voted yet. Dr. Suffredini answered questions and discussed that if the budget passes at the public hearing referendum on June 4<sup>th</sup>, this will allow for the flexibility of programmatic changes and Board action. This will be revisited at the June 10<sup>th</sup> BOE meeting.

It was MOVED (B.Devlin) SECONDED (S.Bollinger) to award Design to Finish the Somers Elementary School Kindergarten classroom renovation bid in the amount of \$24,110 dollars, subject upon the successful referendum vote passing the 2013-2014 budget on June 4<sup>th</sup> as presented. PASSED 5-1 (J.Formeister votes against the motion, A.Kirkpatrick abstains)

## **10.0 OLD BUSINESS**

BOE Member S.Bollinger discussed the idea of student guardian cameras for busses as tickets given out pay for the cost. An inquiry was requested.

## **11.0 ADMINISTRATIVE REPORTS**

### **11.1 SES Principal Search Update**

- The Superintendent updated the Board on the status of the SES Principal search. Dr. Suffredini met with the search committee to outline logistics for the search committee's job; the search committee will have an opportunity to go through applications to add potential interviewees, set up a series of interviews, and make a recommendation to the Superintendent based on top candidates. The administrative council will then narrow candidacy down to 1-2 individuals. A final interview will be conducted and a recommendation for the selected candidate(s) will be presented to the Board. This process should be completed by the end of June/early July.
- BOE member A.Kirkpatrick inquired about the process for hiring a new Director of Information Systems and Technology. The Superintendent will have a slightly different process by screening first, interviews with administrative council and current technology staff, and make a recommendation to the Board.

### **11.2 NCCC Principals and Athletic Directors League Website**

- The NCCC Principals and Athletic Directors is developing a league website that would accomplish the following: link to the CIAC website and each school's sports page; up to date standings; link to news stories (online, newspapers), list all NCCC athletes; directions to all NCCC sites; history of NCCC playoffs/champions; links to any appropriate league statistics; and links to any CIAC online videos. Dr. Suffredini discussed the Somers High School addition to the NCCC website because the NCCC website will be promoted through fundraising and sponsorships. Policy 1325 restricts Somers Public Schools advertising, so the Superintendent is making the Board aware. The Board is aware that SHS would be linked to the NCCC website, and Policy 1325 will still be enforced at all times.

## **12.0 COMMITTEE REPORTS**

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

**12.1** Budget – The public hearing referendum will take place on June 4<sup>th</sup>.

**12.2** Curriculum – No Update

**12.3** Policy – The Policy Committee will meet on Monday, June 10<sup>th</sup> at 6:30 p.m.

**12.4** Salary & Negotiations – A timeline letter for SEA negotiations was received, as dates were delineated for SESA negotiations.

**12.5** Planning Committee – No Update

**12.6** Other Committees  
Technology Ad Hoc Committee – No Update

**13.0 OTHER**

- Assistant Principal Penny Bryzgel will send out graduation invitations to all new BOE members.
- The Superintendent’s evaluation and executive session was scheduled for the 6/10/13 BOE meeting. Due to many BOE members being absent from this next meeting, the evaluation and executive session will be pushed to 6/24/13 BOE meeting.
- BOE Member A.Kirkpatrick inquired about the iPad phase 2 planning and distribution process, as well as a letter being sent out to parents. Specifics will be shared at a June BOE meeting.
- SES Principal Ralph Riola’s retirement party is being held at the Storrowtown Village in West Springfield, MA on June 7<sup>th</sup> at 7:00 p.m. A.Kirkpatrick plans on speaking on behalf of the Board.
- Discussion occurred in regards to potentially moving July’s BOE meeting to a later date. Currently, it is scheduled on July 1, 2013.

**14.0 ADJOURNMENT**

It was MOVED (B.Devlin) SECONDED (S.Bollinger) to adjourn the regular meeting of the Board of Education at 9:32 p.m. PASSED 8-0

Respectfully submitted,

Rick Lees, Jr., Secretary  
Leah Cook, Recording Secretary

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

# **Somers Public Schools**

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## **Building and Program Goals 2012-2013 Academic Year**

# Somers Elementary School

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To improve reading and writing performance on formative and summative assessments in order to meet and exceed targets set by the State for our School Performance Index as well as to incorporate the skills from the Common Core State Standards so students will be successful on the Smarter Balanced Assessment as it comes on-line in 2015.

# Rationale

With the new CT Accountability System in which all schools need to attain an SPI of 88, Somers Elementary School believes that focusing on areas, such as reading and writing – which are the foundations upon which other academic areas are built - will have the greatest positive impact.

# Indicators of Success

- Over 90% of professional goals were aligned with specific reading and writing objectives
- Purchased Common Core State Standards (CCSS) materials
- Teachers began implementing CCSS in their daily lessons and units
- CCSS Assessments administered in grades 3, 4, and 5
- CCSS were targeted on three different professional development days
- Columbia Teacher's College Writer's Workshop professional development provided in grades K - 5
- Improved scores on DIBELS and Maze fluency passages

# Mabelle B. Avery Middle School

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## Building Goal #1:

To improve student performance for students who are not at goal (level 4) on the CMTs.

### District Strategic Goal:

Goal #1: Link state and local curriculum standards, student assessments, and instruction so that students acquire the knowledge and skills they need to succeed.

## Building Goal #2:

Increase the effective use of technology in instruction by providing professional development and additional technology resources.

### District Strategic Goal #2:

Integrate technology throughout the district and expand the use of technology in the classroom to sustain a 21st century learning environment.

# Rationale

## Goal #1 Rationale:

As a school, our overall CMT scores have been improving for many years. While it is clearly evident that our students perform well overall (school performance indexes of 90.7 to 91.4 for the 2011-12 school year), the subgroups show a need for improvement, specifically students with disabilities and students eligible for free and reduced lunch (66.4 and 79.6 respectively).

## Goal #2 Rationale:

In order to prepare students more fully for the demands of career and college we are increasing the use of technology (iPADS, iPODs, apps, programs, etc.) to be used in research, presentations, electronic communication and assessment.

# Indicators of Success MBA Building

## Goal #1

- Three Professional Development Days in August and September dedicated to CMT analysis and discussion of needs and goals.
- Most teachers aligned their personal goals with the goal of improving struggling students.
- All teachers targeted instruction to struggling students.
- Created duties for LA and Math grade level teacher to meet with intervention teachers weekly.
- Added LA teacher to Intervention Committee which meets weekly.
- Introduced PBIS to support the whole child.
- Used Universal screeners in each content three times per year.
- Special Education teachers grouped students by reading level instead of by grade level to teach to the specific weakness.

# Indicators of Success MBA Building

## Goal #2

- Piloted iPad rollout for grade 7 for every student.
- Many MS teachers provided professional development for teachers in the district throughout the year on iPad usage in the classroom.
- Mike Szafer and Erin Scholes are presenting at AMLE conference in Minnesota in the fall on iPads in the classroom.
- Marge Porter is a national speaker on Practical Strategies for Making the Best Use of iPads to Support and Enhance Science Instruction.
- Piloted the technology of SBAC Assessments with Diane Jennings and Jean Mandirola.
- Placed 2nd and 6th with our new Robotics Team with Bryan Hull in only three months time. This was against mostly HS competitors who have had teams for years.
- Created an entirely new Technology Education Classroom and curriculum with Nick Koisloski and Bryan Hull.

# Somers High School

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Improve academic performance across all content areas as measured by departmental assessments. This, in turn, will improve academic performance across all content areas as measured by the Connecticut Academic Performance Test (CAPT) and the SAT.

# Departmental Goals

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**English:** Each teacher will focus on one of the following:

1. 80% of SHS ninth grade students will raise their Response to Literature scores by 1 point on the CAPT 12-point scale as evidenced by CAPT-like assessments and simulations.
2. 80% of SHS tenth grade students will raise their Response to Literature scores by 1 point on the CAPT 12-point scale as evidenced by CAPT-like assessments and simulations.
3. College 11 students will raise their SAT “CLOZE” practice test average scores by 5% from a pre-test in October to a post-test in April.
4. One department member will be a liaison to the teams working on the CAPT Reading for Information piece.

**Science:** Improve student performance by 5% on content knowledge retention in energy transformations (Integrated Science) and cell chemistry and biotechnology (Biology) as measured by department rubric for the 2012-13 school year.

**World Language:** Increase the “Reading for information” scores by 5% as measured from the baseline to the post assessment for the 2012-13 school year.

**Social Studies:** Improve reading and writing scores as measured by a 5% increase in class averages based on internal assessments for 2012-13.

**Math:** There are two parts to the 2012-2013 Mathematics Department goal at SHS. Each teacher in the department will focus on one of these:

1. Students at SHS will show a 12% increase in their understanding of mathematics topics found on CAPT-like assessments
2. Students at SHS will show a 12% increase in their understanding of mathematics topics found on SAT-like assessments

**Foods:** For 2012-2013, students will increase their Reading for Information comprehension by 5% as measured from the pre-test to the post-test.

**Art:** Improve assessment scores for the Elements and Principles of Design by 5%. Reading will be an integral part of this endeavor.

**Business:** To improve student performance on reading-based assessments by 6% over the course of the 2012-2013 school year. A pre and post assessment will be used to gauge student growth.

**T.I.D.E:** Focus on increasing reading comprehension and vocabulary skills through subject specific activities that increase student performance from a baseline score gathered at the beginning of the class. Student RFI scores shall show a 5% increase from their baseline assessments.

**PE:** To improve student performance on reading for information assessments by 5% over the course of the 2012-2013 school year. A pre and post assessment will be used to gauge student growth.

# Rationale

CAPT scores have slipped over the past two years in Reading and Math. New measures are now in place to categorize schools based on student movement within the CAPT bands. Additionally, although SAT scores have remained constantly solid across the board, more can be done to improve student results. The SAT is still one of the first tools colleges use to gauge student acceptance in to their programs. The first step to improving student performance is to determine our areas of need. Data from a variety of sources will allow us to look at student performance over a broad spectrum. Departments will use data to establish growth areas. Benchmark tests will be constructed and progress-monitoring tools will be utilized. Data analysis will be ongoing.

# Indicators of Success

- Students in English showed improvement in Response to Literature and in their reading fluency.
- Students in Science increased over 10% in both “Content Knowledge” and “Cell Biology and Biotechnology”.
- Students in Business increased 10% on Reading for Information prompts.
- Students in World Language improved their reading scores by 5%.
- Students in TIDE improved their reading scores between 7% and 13% depending on the class.
- Students in Math increased their performance over 12% on CAPT or SAT-like prompts.
- Students in Social Studies increase by at least 5% in either reading or writing.
- Students in Physical Education improved their Reading for Information performance over 13%.
- Students in Art piloted a new series of content literacy projects.

# Technology and Information Services

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To monitor, guide, and adjust as needed the iPad pilot that the district has undertaken for this school year.

# Rationale

The district and community are making a large investment in a new vision of technology and we need to make sure that the pilot has every chance of success.

# Indicators of Success

## Teacher comments:

- It has been an eventful experience that yielded overwhelming evidence of its success for teachers and students.
- No other technological advance has impacted seventh grade teaching and learning like our iPad pilot.
- The use of the iPad in the classroom allowed for the ability to differentiate based on student needs.
- Incorporating iPad use in the world language classroom changed its dynamics in multiple ways and allowed for more interesting, mature, academic interactions.

- iPads have provided an endless amount of nonfiction material for students to read at approved sites like Wonderopolis, Raz-Kids, and Biography.com.
- Students and teacher share writing on GoogleDrive so that teacher and student can maintain constant communication on the progress of a piece of writing.
- All children (regular education, special education, and intervention students alike) have made remarkable improvement.
- In addition to the irrefutable change to my student body, I am re-energized as a teacher thanks to this project.

## Student Comments:

- It opens you to more learning. It also helps you practice for your classes.
- My grades have improved since last year by 30%.
- Teachers expect SO much more of you with iPads than without iPads.
- The iPad has positively impacted my learning by making things more exciting and easier to do.

## Parent comments:

- She is eager to learn and practice her concepts as the iPad is a fun and motivating tool. She has increased her independence and is incredibly proud of herself at how much she knows and what she can do on the iPad. It is the ultimate educational engagement tool!
- The results this year have proved to have been very beneficial.
- He actually gets homework **DONE** willingly!
- The iPad has taken my son out of his shell in the classroom. Teachers have reported that he participates more and volunteers with answers more frequently.

- My child was much more engaged in his school work.
- I love the ipad and commend the school for this program.
- I have twins in different rooms and one got it and the other did not-there was a marked difference in reading and writing for the one that had the iPad!
- THANK YOU THANK YOU THANK YOU.

# Pupil Services Goal

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Empowering and improving our PPTs: Effective time management and PPT focus on productive process.

- Focus on PPT Meeting purpose (eligibility, planning for evaluations, review of evaluations, reporting on student progress related to IEP development and review).
- Staying on the agenda, coming to the PPT table (GenEd & SpEd) prepared and knowledgeable about the PPT process, the IEP and student current progress.
- Communication of user-friendly data and evidence based practices to inform IEP goals and benchmarks, accommodations and modifications.
- Ensure that students educational and support service needs are adequately addressed at the PPT meeting in ways consistent with IDEA, state standards, and evidence-based practices as well as appropriate independence and interdependence.

# Rationale

A commonly held value is that all teachers share responsibility for all students to make effective progress toward academic standards. We all want to respect the input of our professional staff and value their time at the PPT meeting. We also want to minimize and reduce the time that educators are away from their students, and increase instructional time - while ensuring integrity of the PPT process. Less time at PPT meetings translates to more time in direct instruction and /or support services for our students.

# Indicators of Success

- Availability of director to monitor and support meetings (attendance at 90 % of initials, triennials and complicated cases; 65 % of annual reviews)
- Monthly PPT and IEP guidance (talking points memo and department meeting) based on meeting observation and participation has resulted in PPT members increased understanding of roles and responsibilities and better outcomes regarding students educational and support service needs.
- Per new CSDE guidelines, provide parents with a pre-PPT informal meeting option to explain and clarify PPT process and /or IEP in advance of the formal PPT meeting.

# Indicators of Success

- Availability of director for staff process and record review option in advance of the PPT and at the PPT for complicated cases.
- Best practice: Initial and triennial evaluation reports delivered to parents 2 days in advance of the PPT meeting (with a few exceptions nearly 100%).
- Improved PPT focus on eligibility criteria, student progress and data to support goals and services.

# Curriculum Goal

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- 1.) To transition the Mathematics and English-Language Arts curricula to the Common Core State Standards.
- 2.) To develop a new educator evaluation system for the District based on the guidelines adopted by the State Board of Education in June of 2012.

# Rationale

- 1.) The State has adopted a new Mathematics and English -Language Arts curriculum. In order to be aligned with the State as well as the new assessments coming in 2015, the District's curricula need to be substantially re-written.
- 2.) The State has adopted new educator evaluation guidelines that will require revisions to our current teacher and administrator evaluation plans as well as professional development for all staff.

# Indicators of Success

## 1.) ELA and Mathematics Revision

- Revised curricula, including unit plans:

About 1/2 of the ELA and Math units have been revised and teachers are currently piloting various CCSS aligned materials to complete the unit writing process.

- Student performance on pilot assessments

- 6<sup>th</sup> and 7<sup>th</sup> grade students participated in an SBAC pilot assessment during April.
- Students in grades 3-8 and 11 participated in a CT SDE pilot assessment in May.
- The CT SDE pilot assessment results will not be available until July.

# Indicators of Success

## 2.) Educator Evaluation

- Revised teacher and administrator evaluation guides

The revised educator evaluation guidelines were submitted to the State Dept. of Ed. on May 3, 2013 for approval.

- Completion of evaluation related professional development in all three buildings

- Professional development for administrators is scheduled to occur over the summer.

- Professional development for teachers will begin on August 26th and continue throughout the year. Currently, four days of PD are scheduled.

# Somers Board of Education General Budget Treasury Warrant

Report # 23166

Check Batch: 8318  
 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
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Approved by:  Date: 6/6/13  
William B. Boutwell, Director of Business Services

8318	6173	06/10/2013	V60041	Anthem BCBS	0.00	192,837.32
	6174	06/10/2013	V60040	Anthem Life Insurance Company	0.00	2,150.95
	6175	06/10/2013	V60313	Apperson	0.00	159.00
	6176	06/10/2013	V02141	Apple Inc.	0.00	8,018.00
	6177	06/10/2013	V60844	Athletic Trainer Solutions, LLC	0.00	165.00
	6178	06/10/2013	V00884	Avery Septic Service	0.00	200.00
	6179	06/10/2013	V51604	Awards & More	0.00	675.13
	6180	06/10/2013	V60123	B&H Photo	0.00	2,435.90
	6181	06/10/2013	V60312	Barnes Pools,Stones & Stuff	0.00	1,400.00
	6182	06/10/2013	V60362	Booksource Inc., The	0.00	214.13
	6183	06/10/2013	E00037	Burda, Sara	0.00	113.73
	6184	06/10/2013	V60753	Bureau For At-Risk Youth	0.00	318.67
	6185	06/10/2013	V00121	CABE	0.00	168.27
	6186	06/10/2013	V00052	CAS Inc.	0.00	600.00
	6187	06/10/2013	V51942	CBS	0.00	2,830.71
	6188	06/10/2013	V60720	CCPA	0.00	87.48
	6189	06/10/2013	V60562	CEC	0.00	39.17
	6190	06/10/2013	V00159	Connecticut Light & Power	0.00	6,254.10
	6191	06/10/2013	V00204	CREC	0.00	2,001.20
	6192	06/10/2013	V00236	Demco, Inc.	0.00	224.89

# Somers Board of Education General Budget Treasury Warrant

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	6193	06/10/2013	E00091	Dewey, Linda	0.00	202.19
	6194	06/10/2013	V60089	Dime Oil Company LLC	0.00	22,298.11
	6195	06/10/2013	V00242	Dinn Brothers, Inc.	0.00	16.85
	6196	06/10/2013	V60760	Dr. Kathleen Salomone	0.00	665.00
	6197	06/10/2013	V00295	Education Week Magazine	0.00	89.94
	6198	06/10/2013	V00290	Town of Enfield	0.00	3,649.00
	6199	06/10/2013	V02309	ETA hand2mind	0.00	456.62
	6200	06/10/2013	R00117	Fawthrop, Irene and Rowland	0.00	100.00
	6201	06/10/2013	V54168	First Student, Inc	0.00	4,983.75
	6202	06/10/2013	V02186	Flinn Scientific, Inc.	0.00	345.45
	6203	06/10/2013	V00314	Follett Library Resources	0.00	802.17
	6204	06/10/2013	V01830	Gerry's Music Shop, Inc.	0.00	780.75
	6205	06/10/2013	V02603	Gopher Sport	0.00	513.53
	6206	06/10/2013	V00511	Grainger	0.00	105.31
	6207	06/10/2013	V60804	Granite City Electric Supply	0.00	337.82
	6208	06/10/2013	V60065	Green Grass Inc.	0.00	375.00
	6209	06/10/2013	E00127	Griffin, James	0.00	179.98
	6210	06/10/2013	V21177	Home Depot CRC	0.00	494.10
	6211	06/10/2013	V00891	Hm Receivables Co LLC	0.00	1,335.03
	6212	06/10/2013	V60579	Human Relations Media	0.00	100.95
	6213	06/10/2013	V54169	Irlen Institute	0.00	47.45
	6214	06/10/2013	V60521	IXL Learning	0.00	5,800.00
	6215	06/10/2013	V02093	JCN Services	0.00	1,085.00
	6216	06/10/2013	V51502	Jostens, Inc.	0.00	2,565.75
	6217	06/10/2013	V37003	K-12 School Supplies LLC	0.00	229.39
	6218	06/10/2013	V01777	Lakeshore Learning	0.00	91.97
	6219	06/10/2013	V00831	Lingui Systems, Inc	0.00	125.85
	6220	06/10/2013	V60161	Marsh U.S. Consumer	0.00	266.00
	6221	06/10/2013	R00119	Martha Rainey and Andrew Rockett	0.00	200.00
	6222	06/10/2013	R00118	Maznicki, Kathleen	0.00	100.00
	6223	06/10/2013	E00690	Messina, Denise	0.00	124.91
	6224	06/10/2013	V54159	Vernon Printing Co, Inc.	0.00	62.50
	6225	06/10/2013	V60242	Monoprice, Inc.	0.00	25.13
	6226	06/10/2013	E00235	Susan Muirhead, MBA Principal	0.00	35.00
	6227	06/10/2013	V01013	NASCO Fort Atkinson	0.00	678.07
	6228	06/10/2013	V54074	NASSP /NASC	0.00	59.00
	6229	06/10/2013	V02407	OTIS Elevator Company	0.00	466.00

## Somers Board of Education General Budget Treasury Warrant

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	6230	06/10/2013	R00120	Panchal, Harsi and Hemant	0.00	100.00
	6231	06/10/2013	V60568	Pediatric Services of America Inc	0.00	978.75
	6232	06/10/2013	V53238	Plank Road Publishing, Inc.	0.00	149.19
	6233	06/10/2013	V52074	Really Good Stuff, Inc.	0.00	480.69
	6234	06/10/2013	E00323	Rollinson, David	0.00	38.75
	6235	06/10/2013	V01779	S&S Worldwide	0.00	198.81
	6236	06/10/2013	V01292	School Specialty, Inc.	0.00	3,634.16
	6237	06/10/2013	V01485	Social Studies School Services	0.00	357.15
	6238	06/10/2013	V02404	Somers Ace Hardware	0.00	426.53
	6239	06/10/2013	V00486	Somers High School	0.00	81.05
	6240	06/10/2013	V00886	Somers Lunch Program	0.00	10.50
	6241	06/10/2013	V00548	Somers Sanitation Service, Inc.	0.00	1,189.70
	6242	06/10/2013	V01591	Town of Somers	0.00	12,914.12
	6243	06/10/2013	V60833	Stevenson Learning Skills	0.00	21.95
	6244	06/10/2013	V00547	Sullivan, Schoen, Campane & Connon, LLC	0.00	1,737.50
	6245	06/10/2013	V02183	Super Duper Publications	0.00	93.80
	6246	06/10/2013	V01307	Teacher's Discovery	0.00	588.50
	6247	06/10/2013	V51174	Therapro, Inc.	0.00	666.13
	6248	06/10/2013	V02725	Time For Kids	0.00	1,671.60
	6249	06/10/2013	R00121	Tolisano, Joanne and Joseph	0.00	100.00
	6250	06/10/2013	V53945	Transcanda Power Marketing LTD	0.00	10,468.93
	6251	06/10/2013	V01638	Tree House, The	0.00	211.75
	6252	06/10/2013	V53539	Triumph Learning, LLC	0.00	2,956.51
	6253	06/10/2013	M53099	Tull Brothers, Inc.	0.00	1,849.10
	6254	06/10/2013	V54059	Verizon Wireless	0.00	528.10
	6255	06/10/2013	V53413	W. B. Mason Co., Inc.	0.00	10,474.04
	6256	06/10/2013	V01445	Whalley Computer Associates	0.00	1,598.00
	6257	06/10/2013	V51162	Wilson Language Training Corp.	0.00	196.20
<b>Totals:</b>					<u>0.00</u>	<u>\$324,408.73</u>

85 Checks Listed.

# Somers Board of Education General Journal Register

Report # 23165  
Batch: 8301  
Transaction: N/A  
Show Summary Only: Yes

<b>Batch #</b>	<b>Control Total</b>	<b>Status</b>	<b>Created By</b>	<b>Created On</b>	<b>Last Updated By</b>	<b>Last Updated On</b>
8301	\$324,408.73	Posted	lbergamini	06/04/2013	lbergamini	06/06/2013

General Ledger Distribution Summary						
Period, Fiscal Year	Account Number	Account Description	DTF Base	Over Budget	Debits	Credits
<b>June, 2013</b>						
<b>Generated Distributions</b>						
	10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			313,447.53	0.00
	10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	313,447.53
		Total Generated Distributions			<b>\$313,447.53</b>	<b>\$313,447.53</b>
<b>User-Entered Distributions</b>						
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	324,408.73
	10-100-2-2-02-242-611-01-5-00161	K-5 - ART SUPPLIES			571.28	0.00
	10-100-2-2-08-242-611-01-5-01580	SES - WORLD LANGUAGE			369.21	0.00
	10-100-2-2-14-241-611-01-5-00155	K-5 - GENERAL SUPPLIES			4,080.51	0.00
	10-100-2-2-14-242-611-01-5-00846	K-5 - THIRD GRADE SUPPLIES			57.95	0.00
	10-100-2-2-16-242-611-01-5-00722	K-5 - LANGUAGE ARTS SUPPLIES			443.52	0.00
	10-100-2-2-18-242-611-01-5-00187	K-5 - MATH SUPPLIES			563.68	0.00
	10-100-2-2-18-243-611-01-5-00238	K-5 - MATH WORKBOOKS			1,259.16	0.00
	10-100-2-2-20-242-611-01-5-00169	K-5 - MUSIC SUPPLIES		Yes	1,180.19	0.00
	10-100-2-2-22-242-611-01-5-00193	K-5 - PHYSICAL ED SUPPLIES			198.81	0.00
	10-100-2-2-27-242-611-01-5-00904	K-5 - REMEDIAL READING SUPPLY		Yes	550.20	0.00
	10-100-2-2-28-242-611-01-5-00202	K-5 - SCIENCE/HEALTH SUPPLIES			211.60	0.00
	10-100-2-2-30-242-611-01-5-00208	K-5 - SOCIAL STUDIES SUPPLIES			1,460.00	0.00
	10-100-2-3-02-242-611-01-5-00164	MA - ART SUPPLIES			171.52	0.00
	10-100-2-3-08-242-611-01-5-00816	MA - FOREIGN LANGUAGE SUPPLIES			61.70	0.00
	10-100-2-3-08-243-611-01-5-00255	MA - FOREIGN LANGUAGE WORKBOOK			194.88	0.00
	10-100-2-3-12-242-611-01-5-00182	MA - TECHNOLOGY ED SUPPLIES		Yes	42.24	0.00
	10-100-2-3-14-241-611-01-5-00157	MA - GENERAL SUPPLIES			1,273.85	0.00
	10-100-2-3-16-242-611-01-5-00184	MA - LANGUAGE ARTS SUPPLIES			255.21	0.00
	10-100-2-3-18-220-641-01-5-00109	MA - MATH NEW TEXT		Yes	1,242.39	0.00
	10-100-2-3-18-242-611-01-5-00189	MA - MATH SUPPLIES			133.18	0.00
	10-100-2-3-20-242-611-01-5-00172	MA - MUSIC SUPPLIES			314.25	0.00
	10-100-2-3-22-242-611-01-5-00194	MA - PHYSICAL ED SUPPLIES			117.76	0.00
	10-100-2-3-28-242-611-01-5-00204	MA - SCIENCE SUPPLIES		Yes	345.45	0.00
	10-100-2-3-30-242-611-01-5-00210	MA - SOCIAL STUDIES SUPPLIES			357.15	0.00
	10-100-2-3-30-243-611-01-5-01074	MA - SOCIAL STUDIES WORKBOOKS			102.90	0.00

## Somers Board of Education General Journal Register

Report # 23165

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
8301	\$324,408.73	Posted	lbergamini	06/04/2013	lbergamini	06/06/2013
					157.59	0.00
					37.76	0.00
				Yes	2,895.26	0.00
					5,800.00	0.00
					7.60	0.00
					234.50	0.00
					81.05	0.00
					236.88	0.00
				Yes	443.95	0.00
					318.67	0.00
				Yes	1,877.44	0.00
					101.67	0.00
					52.00	0.00
					120.00	0.00
					47.45	0.00
					47.44	0.00
					1,116.00	0.00
					124.91	0.00
					132.79	0.00
				Yes	665.00	0.00
				Yes	978.75	0.00
					202.19	0.00
					100.95	0.00
					555.26	0.00
					159.00	0.00
					93.80	0.00
					125.85	0.00
				Yes	450.90	0.00
				Yes	184.10	0.00
					69.73	0.00
					68.78	0.00
					89.94	0.00
					45.15	0.00
					22.05	0.00
					200.56	0.00
					148.00	0.00
					150.00	0.00
				Yes	211.83	0.00



## Somers Board of Education General Journal Register

Report # 23165

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
8301	\$324,408.73	Posted	lbergamini	06/04/2013	lbergamini	06/06/2013
10-260-5-6-62-722-430-08-5-00467		SW - GENERAL PAINT		Yes	141.46	0.00
10-260-5-6-64-630-620-05-5-00356		HS - FUEL #2		Yes	21,808.23	0.00
10-260-5-6-64-641-620-05-5-00358		K-5 - ELECTRICITY		Yes	4,009.21	0.00
10-260-5-6-64-641-620-05-5-00360		MA - ELECTRICITY			7,259.17	0.00
10-260-5-6-64-641-620-05-5-00361		HS - ELECTRICITY			5,454.65	0.00
10-270-4-5-84-521-627-12-5-00327		BUS FUEL			12,352.36	0.00
10-279-4-4-42-530-580-06-5-00337		HS - ATHLETIC TRIPS			4,702.50	0.00
10-279-4-4-84-530-580-07-5-00845		HS - FIELD TRIPS		Yes	281.25	0.00
10-279-4-5-84-722-627-12-5-00341		SW - GASOLINE SCHOOL VEHICLES		Yes	1,051.64	0.00
10-280-6-5-82-820-200-13-5-00510		DENTAL			13,357.48	0.00
10-280-6-5-82-820-200-13-5-00512		LIFE AND AD&D INSURANCE		Yes	2,150.95	0.00
10-280-6-5-82-820-200-13-5-01185		SW - HEALTH MAINTENANCE ORG.			49,242.66	0.00
10-280-6-5-82-820-200-13-5-01186		SW - PREFERRED PROVIDER ORG.			129,222.42	0.00
10-280-6-5-82-820-200-13-5-01228		SW - HEALTH SAVINGS ACCOUNT			1,014.76	0.00
10-280-6-5-82-820-520-13-5-00520		UMBRELLA LIABILITY INSURANCE		Yes	266.00	0.00
10-320-2-4-54-880-690-07-5-00602		HS - ACADEMIC AWARDS			1,092.86	0.00
10-320-7-3-42-880-690-06-5-00594		MA - ATHLETIC SUPPLIES		Yes	395.77	0.00
10-320-7-4-42-880-112-06-5-01583		HS - CO-OP GYMNASTICS			600.00	0.00
10-320-7-4-42-880-690-06-5-00595		HS - ATHLETIC SUPPLIES			165.00	0.00
10-611-6-5-88-960-560-14-5-00638		ENFIELD ADULT EDUCATION		Yes	3,649.00	0.00
10-611-9-9-88-955-560-14-5-00813		SP ED - CREC HEARING PROGRAM			2,001.20	0.00
Total User-Entered Distributions					<u>\$324,408.73</u>	<u>\$324,408.73</u>
Total for June, 2013					<u>\$637,856.26</u>	<u>\$637,856.26</u>
<b>Grand Total for Batch # 8301</b>					<u><b>\$637,856.26</b></u>	<u><b>\$637,856.26</b></u>

329 Transactions Listed.

May 23, 2013

Dear Dr. Suffredini:

I feel extremely lucky for having the opportunity to serve as Pupil Services Secretary and Board of Education Recording Secretary for the past two years. The supportive staff, rewarding work experiences, and close-knit community here have enriched my desire to pursue a career as a special education teacher and continue my education. As you know, I am in the final year of my special education master's program, which requires a yearlong practicum to graduate. I must resign from my two positions effective August 2, 2013 in order to complete the practicum. I am so appreciative for the opportunities I have been given, and for your continued support throughout this process. This is an amazing school district, and it is my future hope to return to Somers as a licensed teacher.

Respectfully,

A handwritten signature in cursive script that reads "Leah Cook".

Leah Cook

cc: Dr. Denise Messina



su selley <su.selley@somers.k12.ct.us>

---

## Resignation

2 messages

AnneMarie Ryan <annemarie.ryan@somers.k12.ct.us>

Tue, Jun 4, 2013 at  
10:10 AM

To: maynard suffredini <m.suffredini@somers.k12.ct.us>

Cc: su selley <su.selley@somers.k12.ct.us>

Dr. Suffredini,

I respectfully resign my position as a paraprofessional job coach with Sheri Yarrows. It has been very meaningful to have been part of the Transition Program for the past three years. I wish the program much success and would welcome the opportunity to rejoin if the program offers a full time position.

Next year I plan to volunteer with Dr. Wald as well as substitute in our schools. I am available and will interview for full time positions as they are posted at any of the Somers Schools.

Thank you for the opportunity to be part of the Somers School District. This fall I will complete the last class of a Masters Degree in Special Education with a certificate in Autism. My slow deliberate approach of taking one class at a time over the past 5 years has greatly been enhanced by my experiences at the three schools and out at job sites with our transition students.

Sincerely,  
Anne Marie Ryan

---

maynard suffredini <m.suffredini@somers.k12.ct.us>

Tue, Jun 4, 2013 at 11:59 AM

To: su selley <su.selley@somers.k12.ct.us>

FYI

Dr Maynard M Suffredini, Jr  
Superintendent of Schools  
Somers, CT

Sent from my iPhone

Begin forwarded message:

June 5, 2013

Dr. Maynard Suffredini  
Superintendent  
Somers Public Schools

Dear Dr. Suffredini:

It is with mixed emotions that I write this letter to inform you that I am resigning from my position as assistant principal of Somers High School effective the end of this school year, June 28, 2013. I have accepted an administrative position in another school district beginning July 1, 2013.

When I joined the SHS English Department in 2004, I was still a novice teacher who was looking for a district in which to grow. Somers provided me the opportunity to do just that. The knowledge and relationships I gained during my first few years here inspired me to become an educational leader. Administrators throughout the district supported my efforts to earn a 6<sup>th</sup> year degree in educational leadership and eventually offered me the opportunity to become a part of their team as the assistant principal of Somers High School. If it were not for all of this support and opportunity, I would not be writing you this letter today.

I want to thank you, the board of education, and the entire staff of Somers Public Schools for affording me the opportunity to spend the last 9 years of my professional career here and gain the skills that have carried me to this point. I would especially like to extend my gratitude to Mr. Gary Cotzin for being my administrative mentor and partner for the last two years.

Sincerely,

A handwritten signature in cursive script, appearing to read "Penny Bryzgel".

Penny Bryzgel



"Our commitment to the future"

# SOMERS PUBLIC SCHOOLS

1 Vision Boulevard, Somers, Connecticut 06071

(860) 749-2270 • Fax (860) 763-0748

Dr. Maynard M. Suffredini, Jr.  
Superintendent of Schools

May 29, 2013

Dear Superintendent Suffredini and Members of the Board of Education:

It is with both mixed emotions and great excitement that I submit to you my notification of retirement effective August 30, 2013. My tenure of 31 years with the district has brought with it a great many rewards and a great many challenges. However, my fondest memories will always remain with the wonderful people I have had the opportunity to work with for they have truly made it a pleasure.

Sincerely,

Susan B. Selley

Administrative Assistant

June 3, 2013

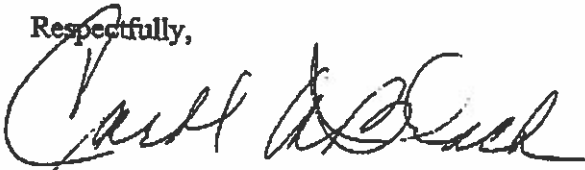
To whom it may concern,

I want to let you know that I will be retiring at the end of this school year.

I have enjoyed working in the Library Media Center for 27 years. This was a difficult decision for me to make because working with the staff and students has been a wonderful experience.

I have great respect for all who work in the school system and will miss being a part, but it's time for me to move on to the next chapter of my life.

Respectfully,

A handwritten signature in cursive script, appearing to read "Carol A. Black".

Carol A. Black

# SOMERS ELEMENTARY SCHOOL

4 Vision Blvd., Somers, CT 06071-1937

Ralph J. Riola - Principal

Jennifer W. Oliver - Assistant Principal

March 3, 2013

Dear Dr. Suffredini,

We would like to submit, for your reflection, the attached proposal for continuing our current job sharing position.

We currently share the position of Information Literacy and Technology Integration Teacher at Somers Elementary School.

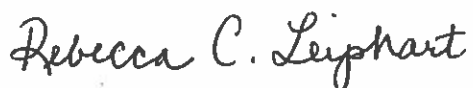
Both of us are veteran teachers. Pat has a Master's Degree in English Education and a Sixth Year Certificate as a School Library Media Specialist. She has over three years experience as an English teacher, three years as a preschool teacher, one year as an English as a Second Language teacher, eight years as a first grade teacher, and sixteen years in her current position. Becky has taught in Somers for ten years, four years in fourth grade and six years in her current position. She holds a Bachelor's Degree in English and a Master's Degree in Integrating Technology in the Classroom.

For the past six years, our job share has been extremely successful because our relationship is so strong and our teaching styles so similar. Our respective strengths and expertise complement and enhance the instruction in our classrooms, whether it is with students or teachers. We are both dedicated to staying current with the latest technology and instructional strategies, providing the best possible educational experience for our students and staff.

We are requesting your approval, as well as that of the Board of Education.

Thank you for your consideration.

Respectfully yours,



Rebecca C. Leiphart



Patricia R. Clark

**Proposed Job Share  
For Patricia Clark and Rebecca Leiphart**

The following is our plan for the division of responsibilities within the position of Information Literacy and Technology Integration Teacher.

1. **Work Schedule:** Each teacher will alternately teach all students, sharing lessons, activities, and expertise. Both teachers will be responsible for operation of the media center, including development and maintenance of resources, and providing supervision of the media center paraprofessional. Additionally, both will be responsible for technology integration with classroom curriculum. Both teachers will share teaching responsibilities in the computer lab, and provide student and teacher support in media center and technology needs.

We will each work 2 1/2 days per week.

Pat will work Monday, Tuesday morning and Wednesday.

Becky will work Tuesday afternoon, Thursday and Friday.

2. **Parent Conferences:**

Both teachers will participate in parent conferences, as necessary.

3. **Record Keeping:**

Both teachers will work together evaluating student projects. We will share expertise and work together to develop the media center and technology software budget and book lists.

4. **Half Days:**

The number of half days worked will be evenly divided between both teachers. We will arrange to attend appropriate workshops.

5. **Shortened Days:**

A shortened day, such as a weather-related early dismissal or late opening, will not alter our teaching schedule.

6. **Program Planning:**

Program planning will be done as a collaborating team. We will use one plan book, which will be kept in the room, and continue plans on a daily basis, planning units of instruction together.

**Proposed Job Share  
2013-2014 School Year  
Third Grade  
Nicole Dzicek and Melissa Shannon**

7. Communications:

Communication with parents, students, other teachers and specialists can be taken care of by the individual teacher involved and documented in writing in order to keep up on the important information. We will also communicate via email and phone as necessary. We will do all of our planning on google documents. A written letter will be sent out to parents at the beginning of the school year. Parents will be welcomed to contact either or both of us. Specific team meeting times will be needed to discuss students, plans, PPT's, SST's, etc.

8. Duties

We will split duties evenly.

9. Teaching Assignment:

Both teachers will be responsible for teaching all subject matter. Both teachers will integrate the various curricular areas into their instruction when appropriate.

10. Meetings:

The person who is scheduled to work at the time will attend the meetings. This person will inform the other of the agenda items.

11. Discipline:

Teachers will discuss discipline issues prior to the start of school in order to establish a positive and consistent classroom environment for the children. Specific discipline issues that arise during the year will be documented in writing (email, notes, etc) to ensure consistency and community in the children's day.

12. Field Trips:

Field trips will be divided equally.

Dr. Maynard Suffredini  
Superintendent of Schools  
Somers Public Schools  
Somers, CT 06071

March 25, 2013

Dear Dr. Suffredini,

We, Melissa Staunton and Kimberly Doran, respectfully request that you consider our proposal to job share for the 2013-2014 school year. We understand that the Somers Board of Education with your recommendation must approve this application. Enclosed is a description of our proposed job-sharing plan detailing our division of responsibilities.

We have successfully worked together during the past three school years. We have similar teaching styles and philosophies that help our students grow academically and socially. Parents in our classroom have been very pleased with their student's progress and our effective communication. We feel our compatibility affords us the opportunity to work collaboratively as co-teachers and with the staff for another year.

Thank you for your careful consideration of this matter.

Sincerely,

Melissa Staunton



Kimberly Doran



7. Communications

Communication with parents, students, other teachers and specialists can be taken care of by the individual teacher involved and documented in writing in order to keep up on the important information. We will also communicate via email and phone as necessary. We will do all of our planning on google documents. A written letter will be sent out to parents at the beginning of the school year. Parents will be welcomed to contact either or both of us. Specific team meeting times will be needed to discuss students, plans, PPT's, SST's, etc.

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11. Discipline:

Teachers will discuss discipline issues prior to the start of school in order to establish a positive and consistent classroom environment for the children. Specific discipline issues that arise during the year will be documented in writing (email, notes, etc) to ensure consistency and community in the children's day.

12. Field Trips:

Field trips will be divided equally.

We hope you will accept our proposal for a job share next year. If there is any additional information you need or there are any questions about the proposal please contact either of us.

Sincerely,  
  
Melissa Staunton

  
Kimberly Doran

## Textbook Requests June 2013

### Summary Sheet

Grade	Subject	Title	Number	Price
6	ELA	Literature: CCSS Edition	50	\$5,256.76
6	ELA	Scope Magazine	125	\$1,167.23
6	ELA	Better Test Scores	130	\$847.59
6	ELA	Common Core Writing Grade 6	10	\$129.40
6	Math	CCSS Prep Math - Grade 6	60	\$537.00
7	ELA	Unnatural Creatures	50	\$704.00
7	ELA	Shards and Ashes	50	\$665.00
7	ELA	Heart to Heart	50	\$848.00
7	ELA	Futuredaze	50	\$671.00
7	ELA	Eight Plus 1	50	\$537.50
7	ELA	Literature: CCSS Edition	50	\$5,256.76
7	ELA	Choices	25	\$247.25
7	ELA	Reflections on a Gift of a Watermelon Pickle	50	\$821.94
7	ELA	Birmingham 1963/Migrant Mother	25	\$492.25
7	ELA	Poetry in Three Dimensions	25	\$228.65
7	ELA	Common Core Writing Grade 7	30	\$318.11
7	Math	CCSS Prep Math - Grade 7	60	\$537.00
8	ELA	Literature: CCSS Edition	50	\$5,256.76
8	ELA	Common Core Writing Companion	50	\$447.70
8	ELA	Paired Passages - Level H	50	\$447.80
8	ELA	Common Core Expanded Informational Grade 8	1	\$432.46
8	Math	CCSS Prep Math - Grade 8	30	\$268.50
8	Math	Rise and Shine Math - Grade 8	30	\$295.35

**PULLMAN**  
**& COMLEY** LLC  
ATTORNEYS

**William R. Connon**  
90 State House Square  
Hartford, CT 06103-3702  
p 860 424 4385  
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wconnon@pullcom.com  
www.pullcom.com

June 1, 2013

Somers Board of Education  
Attn: Dr. Maynard Suffredini  
1 Vision Boulevard  
Somers, CT 06071

Dear Dr. Suffredini:

You have asked my firm to represent the Somers Board of Education (the "Client") in connection with general counsel services. Under the Connecticut Rules of Professional Conduct, which govern the activities of lawyers, I am required to describe the scope of the engagement governed by this agreement and the manner in which our fees will be determined. By signing this letter you agree to have your files and records transferred from Sullivan, Schoen, Campana & Connon, LLC to Pullman & Comley, LLC. This engagement agreement is effective June 1, 2013.

*Client and Scope of Representation.* The Somers Board of Education is our Client, as that term is used herein, and no other person or entity. You have asked us to represent and counsel the District in all aspects of its day-to-day operations.

*Additional Undertakings.* If at any point my firm is asked to perform additional work beyond the scope of the current engagement described above, and if the firm agrees to perform such work, the firm will perform such work on the terms stated in this agreement, and we are authorized to do so without sending a new engagement letter. The firm reserves the right, however, to ask for separate confirmation of the terms of engagement if such work is so different in nature and scope that the firm, in its discretion, deems such confirmation appropriate. The engagement covered by this agreement does not require that the firm perform services for the Client in any proceedings in court, or arbitration, including appeals, bankruptcies, post-judgment proceedings, or other ancillary matters unless specifically agreed to in writing.

*Client Responsibilities.* In order to enable us to provide the services set forth in this letter in accordance with our professional responsibilities, it is important that all relevant facts be disclosed to us and that we are apprised of all developments relating to this matter. Client agrees

# PULLMAN

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to cooperate fully with us and provide a representative to attend meetings, conferences, hearings and other proceedings on reasonable notice, and to stay well informed on all developments relating to this matter. Client represents that all necessary approvals for this engagement as may be required by any municipal charter, ordinance or other regulation have been obtained, and that funding for our services has been allocated under the municipal budget.

*Fees and Expenses.* Our fees will be based on the hourly billing rate for each attorney and legal assistant devoting time to this matter. Our billing rates for attorneys currently range from \$200 per hour to \$545 per hour. For your matters my hourly rate, and that of my partner Michael McKeon, is currently \$275. Time devoted by our legal assistants currently ranges from \$120 to \$270 per hour. These billing rates are subject to adjustment to reflect changes in the levels of experience of our attorneys and legal assistants and economic factors affecting the firm.

We will include on our statements separate charges for expenses we incur in connection with the engagement, such as photocopying, messenger and delivery service, computerized research, travel, long distance phone calls, faxes, marshal fees, search and filing fees. Our representation of Client may involve the assistance of outside consultants, experts or service providers such as court reporters which generally must be paid directly by Client. If Client is unwilling or unable to make satisfactory arrangements to pay the additional costs of such services, we may not be able to retain such services on Client's behalf, even if the matter would benefit from such services.

*Billing.* Payment is due promptly upon receipt of our statement by check made payable to Pullman & Comley, LLC. We will charge interest at the rate of 1% per month (12% per annum) on bills that remain unpaid for more than 60 days. If any statement remains unpaid for more than 90 days, we may cease performing services for the Client until arrangements satisfactory to us have been made for payment of any outstanding statements and the payment of future fees and expenses. We may withdraw from representing the Client if we are not paid. We make no commitment concerning the maximum fees and costs that will be necessary to resolve or complete this matter. Subject to the Connecticut Rules of Professional Conduct, fees and costs charged are not contingent upon the ultimate outcome of the matter covered by this agreement. If this engagement involves a commercial matter and the firm finds it necessary to commence proceedings, or assert a claim, to collect its fees or expenses, whether in court or in arbitration, the firm shall be entitled to recover its reasonable attorney fees and costs for such collection efforts.

*No Promised Cap Or Ceiling On Firm's Charges.* This matter is being billed on an hourly basis. We have informed you that the total fees and costs relating to this matter are not predictable. Accordingly, we have made no commitment to you concerning the maximum fees and costs that will be necessary to resolve or complete this matter and we have not agreed upon any "fee cap" or "ceiling" to our fees. Any estimate of fees and costs that we may have discussed represents only an estimate of such fees and costs. It is also expressly understood that

the client's obligation to pay the firm's fees and costs is in no way contingent on: (a) the ultimate resolution of any matter for which we are engaged that is covered by this agreement; or (b) any estimate of the firm's charges that may have been discussed.

*Opinions and Beliefs.* The outcome of negotiations or litigation in any matter is subject to numerous tangible and intangible factors and therefore cannot be predicted or foreseen with complete confidence. Client acknowledges that we have made no promises or guarantees to Client concerning the outcome of this matter or any other matter, and that we cannot make any such promises or guarantees. During the course of our representation, we may express opinions or beliefs concerning the matter or various courses of action and the results that might be anticipated. Any such statement made by any lawyer of our firm is intended to be an expression of opinion only, based on information available to us at the time, and should not be construed by the Client as a promise or guarantee.

*Municipal Conflicts.* As you might expect, our firm represents clients throughout the State of Connecticut, including municipalities, boards of education, companies, individuals, financial institutions, governmental and quasi-governmental entities and associations that may have interactions with you in civil or criminal matters, totally unrelated to this representation. Our representation of other clients may include such things as representing the municipal government; representing the board of education; appearances before municipal boards and commissions, pursuing land use applications, appeals from agency decisions; property valuation appeals; tax refund requests; representing purchasers of municipal obligations; foreclosures of liens; and representation of parties in bankruptcy. You agree that we may represent other clients who may be adverse to you in unrelated matters, provided such matters are not substantially related to our work that we have been engaged to handle in this agreement, and so long as we believe our responsibilities to you would not be materially limited due to such other representation.

*State of Connecticut.* From time to time, the firm represents the State of Connecticut or some of its agencies on totally unrelated matters. We have determined that any such unrelated matter would not in any way materially limit our representation in this matter. If the Client wishes to discuss this further, please feel free to contact me.

*Electronic Communications and Confidentiality.* We communicate from time to time with our clients using faxes, mobile telephones and e-mail. If Client objects to our using any one or more of these forms of communication, then please let me know immediately and we will attempt to honor that request. By entering into this engagement, the Client recognizes that the traditional rules of confidentiality of communications between a client and its lawyer may be impacted by the provisions of the Freedom of Information Act ("FOIA"). Client may for example receive FOIA requests for such things as our communications with Client or our billings. Accordingly, our billing time entries may be more circumspect than we might otherwise prepare for a non-governmental client to avoid the disclosure of confidential communications or advice in a billing entry. Further, we suggest Client separate our privileged

# PULLMAN

ATTORNEYS

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communications to Client from records that are otherwise made available for public inspection. If Client receives a FOIA request to view our communications with Client, we would be happy to consult with Client about the propriety of any disclosures of our communications, but depending upon the circumstances of our retention, the town attorney and/or the town's chief executive officer may have to be consulted as well.

*Records Retention.* We will retain our records for ten (10) years after the conclusion of this matter. We do not concede that our firm's records could be deemed "public records" under FOIA. If Client desires a longer retention period, then please notify us in writing.

*Termination of Engagement.* Either the Client or the firm may terminate the engagement at any time, by written notice, subject on our part to the Connecticut Rules of Professional Conduct. If the Client terminates our services, the Client will promptly pay us for all attorneys' fees, charges and expenses incurred prior to the date of our receipt of the termination letter, and for any work, charges and expenses required to effect a transition to new counsel. We reserve the right to withdraw from representing the Client if, among other things, the Client fails to honor the terms of this engagement letter, including non-payment of our bills; fails to cooperate or communicate with us; or should we become aware of any factual circumstances that would, in our judgment, render our continuing representation unlawful or unethical. Unless previously terminated, the firm's representation will terminate upon the firm sending what it designates as the final bill for services performed.

*Choice of Law, Venue and Fee Dispute Resolution.* The engagement of the firm for this or any subsequent matter shall be governed solely by the laws of the State of Connecticut. Should any controversy or dispute arise from our relationship with you, the exclusive venue for the resolution of any such controversy shall be a court of competent jurisdiction within the State of Connecticut.

*Municipal Funds.* If, for any reason, we come into possession of municipal funds that we hold for the Client's benefit, the Client agrees in accordance with C.G.S. § 7-402(b) that the firm may designate Bank of America (where we maintain our Trustee Accounts), as the temporary deposit location for the public funds. The Client further agrees that if the funds are to be held by the firm for less than ninety (90) days, they may be placed in an IOLTA Account, where any interest that accrues does so for the benefit of the indigent.

This letter agreement contains the entire agreement between the Somers Board of Education and Pullman & Comley, LLC regarding the requested representation and the fees, charges and expenses to be paid. If you agree with the terms of this letter, then please return a signed copy of this letter by mail, or by e-mail with a PDF attachment to my attention at [wconnon@pullcom.com](mailto:wconnon@pullcom.com). Should you have any questions or comments concerning any of the matters set forth in this letter, please do not hesitate to call me. On behalf of Pullman & Comley, LLC, I look forward to assisting you.

Sincerely,



William R. Connon

**CONSENT TO REPRESENTATION ON STATED TERMS**

The undersigned hereby approves and consents to each of the terms and conditions stated above.

**Somers Board of Education**

By: \_\_\_\_\_

Date \_\_\_\_\_

## 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 – June 10, 2013

**Members Present:** D.Palmer, J.Formeister, R.Lees, A.Kirkpatrick, S.Bollinger, B.Capuano,  
**Members Absent:** B.Devlin, M.Cicciarella, R.Schmidt  
**Administrators Present:** M.Suffredini, K.Pezza, B.Boutwell, D.Messina, J.Morrow, G.Cotzin,  
J.Oliver, R.Riola, R.Kapner, S.Muirhead  
**Staff Present:** K.Constant, L.Mailhot  
**Citizens Present:**  
**Students Present:**  
**Others:**

#### 1.0 CALL TO ORDER

The regular meeting of the Board of Education was called to order at 7:04 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 28, 2013 – It was MOVED (S.Bollinger) SECONDED (B.Capuano) to approve the May 28, 2013 Board of Education meeting minutes as presented. PASSED 6-0

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

##### 4.1 Building Goals Presentation

Dr. Suffredini stated that the administration from each school, along with the Director of Curriculum, Ms. Pezza; the Director of Pupil Services, Dr. Messina; and the Director of Technology and Information Services, Mr. Morrow, would report on their Building and Department Goals for the 2012-2013 school year.

Somers Elementary School's building goal was to improve reading and writing performance on formative and summative assessments in order to meet and exceed targets set by the state on the School Performance Indicators, as well as incorporate skills from Common Core State Standards so students will be successful on the Smarter Balanced Assessment Consortium as it comes online in 2015. Indicators of success include: over 90% of professional goals aligned with reading/writing objectives; purchasing of Common Core State Standards materials; implementation of CCSS in daily units and lessons; CCSS assessments administered to grades 3,4, and 5; CCSS targeted on three separate PD days; improved scores on DIBELS and Maze fluency; and Writer's Workshop PD provided in grades K-5.

Mabelle B. Avery Middle School had two building goals for the 2012-2013 school year. First goal was to improve student performance for students who are not at goal (level 4) on CMTs. The second goal was to increase effective use of technology in instruction by providing PD and additional technology resources. Indicators of success for both goals include: 3 PD days dedicated to CMT analysis and discussion of needs and goals; teachers aligning personal goals with target to improve struggling students; instruction targeted to struggling students; duties for LA and Math grade level teachers to meet with

intervention teachers weekly; LA teacher added to Intervention Committee; PBIS introduced; universal screeners used three times per year; special education teachers grouping students by reading level instead of grade level; iPad rollout for grade 7; PD provided on iPad usage; staff members presenting at AMLE conference for iPad usage in the classroom; piloted SBAC assessments; and the placing 2<sup>nd</sup> and 6<sup>th</sup> place for new robotics team competing against mostly high schools.

Somers High School's building goal was improvement of academic performance across all content areas as measured by departmental assessments which will, in turn, improve performance across content areas as measured by CAPT and the SAT. Each department has identified where there is a need for improvement and has developed goals and action plans to improve student performance in these areas.

Indicators of success include: students in English improving on Response to Literature and reading fluency; students in Science increasing 10% in content knowledge and cell biology/biotechnology; Business students increasing 10% on Reading for Information prompts; Word language students improving reading scores by 5%; students in TIDE program improving reading scores 7-13% depending on class; students in Math increasing performance over 12% on CAPT/SAT-like prompts; students in Social Studies increasing by at least 5% in either reading or writing; students in PE improving Reading for Information performance over 13%; and students in Art piloting new series of content literacy projects.

The 2012-2013 goal for Technology and Information Services was to monitor, guide, and adjust (as needed) the iPad pilot program. Indicators of success include teacher, student, and parent comments regarding the overwhelming success of the iPad rollout.

The Pupil Services department goal was to empower and improve the Planning and Placement Team Meeting (PPT) by effective time management and focus on productive process. Indicators of success includes: availability of Director to monitor and support meetings with attendance at 90% of initials, triennials, and complicated cases as well as 65% at annual reviews; monthly PPT and IEP guidance through memos and department meetings; availability of director for staff process and record review option prior to PPT; and improving PPT focus on eligibility criteria, student progress, an data to support goals and servicing.

There are two Curriculum department goals. The first was to transition the Mathematics and English Language Arts curricula to the Common Core State Standards. The second goal was the development of a new educator evaluation system for the District based on the adopted guidelines by the State Board of Education. Indicators of success include: ELA and Mathematics revision of curricula including unit plans, student performance on pilot assessments, educator evaluation, and completion of evaluation related to PD in all three buildings.

All building and department goals were aligned with the district Strategic Plan.

## **5.0 CORRESPONDENCE**

The Board received an anonymous letter.

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

## **7.0 CONSENT AGENDA**

### **7.1 Approval of Bills 06/10/13 (\$324,408.73)**

It was MOVED (S.Bollinger) SECONDED (R.Lees) to approve the 06/10/13 Bills in the amount of \$324,408.73 as presented. PASSED 6-0

### **7.2 Resignations (L. Cook/A. Ryan/P. Bryzgel)**

Leah Cook, Pupil Services Secretary and BOE Recording Secretary, has submitted her resignation effective 8/2/13. Leah has been employed by the district for two years.

Ann Marie Ryan, SHS Paraprofessional, has submitted her resignation effective at the conclusion of the 2012-2013 school year. Ann Marie has been employed by the district for three years.

Penny Bryzgel, SHS Assistant Principal, has submitted her resignation effective at the conclusion of the 2012-2013 school year. Penny has been employed by the district for nine years.

It was MOVED (S.Bollinger) SECONDED (R.Lees) to accept the resignations of L. Cook, Pupil Services Secretary and BOE Recording Secretary, effective August 2, 2013; A. Ryan, SHS Paraprofessional, effective at the conclusion of the 2012-2013 school year; and P. Bryzgel, SHS Assistant Principal, effective at the conclusion of the 2012-2013 school year as presented. PASSED 6-0

### **7.3 Retirements (S. Selley/C. Black)**

Susan Selley, Administrative Assistant to the Superintendent and BOE Secretary, has submitted her retirement notification effective 8/30/13. Su has been employed by the district for 31 years.

Carol Black, SHS Media Paraprofessional, has submitted her retirement notification effective at the conclusion of the 2012-2013 school year. Carol has been employed by the district for 27 years.

It was MOVED (S.Bollinger) SECONDED (R.Lees) to regretfully accept the retirement notifications of S. Selley, Administrative Assistant to the Superintendent and BOE Secretary, effective 8/30/13; and C. Black, SHS Media Paraprofessional, effective at the conclusion of the 2012-2013 school year as presented. PASSED 6-0

## **8.0 NEW BUSINESS**

### **8.1 Approval of Job-Sharing Agreements**

Requests have been received to continue three Somers Elementary School job-sharing agreements in the 2013-2014 school year. These requests were submitted by P. Clark/R. Leiphard for the Media Information Specialist position, N. Dzicek/M. Shannon for Grade 3, and M. Staunton/K. Doran for Grade 1. These job-sharing agreements are presently in effect, and the Superintendent recommends continuation of these job-shares.

It was MOVED (A.Kirkpatrick) SECONDED (S.Bollinger) to approve the job-sharing agreements for the 2012-2013 school year submitted by P. Clark/R. Leiphard for the Media Information Specialist position; N. Dzicek/M. Shannon for Grade 3; and M. Staunton/K. Doran for Grade 1 as presented. PASSED 6-0

### **8.2 First Warning of MBA Textbook requests**

The Curriculum Committee has reviewed the textbook requests for grade 6, 7, and 8 and presented them to the Board as a first warning. Second warning/approval will be included on the 7/1/13 agenda.

## **9.0 OLD BUSINESS**

### **9.1 Approval of Full-Day Kindergarten**

The Superintendent outlined facility changes, resources and funding for the new full-day kindergarten program. As a result from a savings in transportation, monies will pay for a major portion of the construction and architectural fees. CHOICE program funds will be used to purchase the remaining materials (instruction/curriculum). Contractors' can/will have the renovations done by the end of June/early July, as three rooms are renovating into two. Staff will be moved around due to current class size and areas; however, staffing numbers will remain the same.

It was MOVED (S.Bollinger) SECONDED (R.Lees) to approve the Superintendent's recommendation for Full-Day Kindergarten program beginning in the 2013-2014 school year as presented. PASSED 5-1 (J.Formeister voted No)

## **10.0 ADMINISTRATIVE REPORTS**

### **10.1 General Counsel Services Agreement**

An annual agreement for legal counsel services from Attorney William Connon of Sullivan, Schoen, Campane, and Connon LLC was sent to the Board of Education. Attorney William Connon is now a member of the larger CT firm, Pullman & Comley, LLC. This attorney merger requires a new terms of agreement. The Superintendent recommends the signing of the general counsel services agreement.

It was MOVED (J.Formeister) SECONDED (A.Kirkpatrick) to recognize the new merger of Attorney Connon of Sullivan, Schoen, Campane, and Connon LLC to the new firm of Pullman & Comley, LLC as presented. PASSED 6-0

## **12.0 COMMITTEE REPORTS**

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

**12.1** Budget – The public hearing referendum took place on June 4<sup>th</sup>. The 2013-2014 budget was approved.

**12.2** Curriculum – No Update

**12.3** Policy – The Policy Committee will meet on Monday, June 24<sup>th</sup> at 5:00 p.m.

**12.4** Salary & Negotiations – A timeline letter for SEA negotiations was received, as dates were delineated for SESA negotiations.

**12.5** Planning Committee – No Update

**12.6** Other Committees  
Technology Ad Hoc Committee – No Update

## **13.0 OTHER**

- The June 24, 2013 BOE meeting will be cancelled. The BOE agenda will rollover to the July 1, 2013 BOE meeting.
- The retirement party for Jim Morrow, Director of Information and Technology, will take place on June 19<sup>th</sup> in the BOE room from 2:30 p.m. to 4:30 p.m.

- The retirement party for Su Selley, Administrative Assistant to the Superintendent, will take place on June 25<sup>th</sup> in the BOE room from 11:30 a.m. to 3:30 p.m.

**14.0 ADJOURNMENT**

It was MOVED (R.Lees) SECONDED (S.Bollinger) to adjourn the regular meeting of the Board of Education at 9:18 p.m. PASSED 6-0

Respectfully submitted,

Rick Lees, Jr., Secretary  
Leah Cook, Recording Secretary

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