

## BOE Meeting Template

Monday, April 21, 2014 8:00 PM

Somers Elementary School Auditorium, 4 Vision Boulevard, Somers, CT 06071

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MINUTES 2
4. AUDIENCE TO CITIZENS/STAFF/STUDENTS
5. CORRESPONDENCE
6. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS
7. CONSENT AGENDA
1. Approval of Bills 6
8. NEW BUSINESS
1. Letter of Resignation - A. Balgassi 10  
Adria Balgassi, Speech Language Pathologist Assistant at Somers Elementary School, has submitted her letter of resignation to attend graduate school.
9. OLD BUSINESS
1. Second Warning/Adoption of DBS Code 3231:Medical Reimbursement for Special Education Students 11  
The Policy Committee has reviewed the recommendations by CAFE and has amended this policy to state "The Board of Education may seek Medicaid reimbursement..." in the first sentence of the policy.
2. Second Warning/Adoption of DBS Code 9273: Conflict of Interest 12
3. Second Warning/Adoption of DBS Code 4118.24/4218.24: Staff/Student Relationships 15
4. Second Warning/Adoption of DBS Code 1316.2 Civility 19
5. Second Warning/Adoption of DBS Code 4118.231: Alcohol, Drugs and Tobacco 25
6. Second Warning/Adoption of DBS Code 3516:Safety 30
7. Second Warning/Adoption of SHS Geometry Textbook 36  
The Curriculum Committee has reviewed the request and presented the 1st warning to the BOE on 4-7-14 for the new SHS Geometry textbook, and is now requesting adoption by the BOE.
10. ADMINISTRATIVE REPORTS
1. Transportation Update  
Mr. Boutwell, Director of Business Services, will give a verbal semi-annual update to the board regarding transportation services in the district. He will be able to answer any questions board members may have.
2. Update on Somers High School Track Condition  
The superintendent will update the board on the condition of and safety concerns regarding the SHS track and its use.
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 – April 7, 2014

**Members Present:** D. Palmer, B. Devlin, R. Lees, Jr., S. Moynihan Bollinger (arrived at 7:08 p.m.), A. Kirkpatrick, K. McLellan, M. Rockett  
**Members Absent:** J. Formeister, M. Marquardt  
**Administrators Present:** Dr. M. Suffredini, B. Boutwell, K. Pezza,  
**Staff Present:** C. Meagher  
**Citizens Present:**  
**Students Present:** N. Shimuzu, T. Sanchez, U. Cormier, A. Wassmuth, A. Duarte, P. Kennedy, M. Morgan, J. Galinski, K. Trescott, B. Turley, S. Savage, J. Yarrows

**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

March 24, 2014 – It was MOVED (B. Devlin), SECONDED (K. McLellan) to approve the March 24, 2014 Board of Education meeting minutes as presented. PASSED 6-0 (S. Bollinger was absent at the time of the vote).

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

##### 4.1. Curriculum Presentations

Kathleen Pezza, Director of Curriculum, gave PowerPoint presentations on Social Studies, Virtual High School, and Gifted and Talented.

- The Social Studies curriculum has not recently been modified because the State has not made its final decision incorporating the Common Core. SES focuses on the local community, CT history, geography/immigration, famous people from CT, and colonization. MBA focuses on ancient civilization, contemporary cultures, world religion, a mock cave exploration, the Silk Road, and Louis and Clark along with a trip to the Boston Museum. SHS focuses on world history/international studies, WWII with a half year in Civics along with a variety of electives in the 11th and 12th grades.
- The Virtual High School is an online learning option with some courses offered in the middle school during the fall, spring, and summer. It provides courses that would not otherwise be offered in the schools. There are “20 free seats” allotted each year under the direction of an onsite coordinator.
- Quest is a program at the SES for those students who are identified through specific entrance criteria as gifted. The top 20% of each third grade class is chosen and sent out weekly while the top 10% of the 20% is sent out twice a

week. The State is interested in the top 5%. There are specific projects that the students focus on in each grade. Enrichment opportunities (i.e. Invention Convention) are offered to students outside of Quest.

**5.0 CORRESPONDENCE**

- The Board received an email.
- Chairman Palmer received an email from Dr. Suffredini.

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

**7.0 CONSENT AGENDA**

**7.1. Approval of Bills**

It was **MOVED** (B. Devlin), **SECONDED** (M. Rockett) to approve the 4/7/14 bills in the amount of \$510,687.91 as presented. **PASSED 7-0.**

**8.0 NEW BUSINESS**

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

It was **MOVED** (R. Lees), **SECONDED** (A. Kirkpatrick) to approve the continuation of three SES job-sharing agreements in the 2014-2015 school year under the recommendation of Dr. Suffredini. These requests were submitted by P. Clark/R. Leiphard for Information Literacy and Technology Integration, N. Dzicek/M. Shannon for Grade 3, and M. Staunton/K. Doran for Grade 1. **PASSED 7-0.**

**8.2. District Wellness Committee Report**

Carol Meagher, Head Nurse, provided an update for the Board regarding the district Wellness Committee. A major focus of the committee is meeting with parents of children with food allergies. Three meetings are held with the parents during the school year to discuss issues and obtain feedback. Other issues continue to be bringing school lunches in line with the USDA as well as discussing ways to incorporate physical activity into daily life.

**8.3. First Warning of Adoption of New Textbook – Geometry Textbook**

The Curriculum Committee presented the first warning of adoption of the new textbook – Geometry.

**8.4. First Warning of DBS Code 3516: Safety**

The Policy Committee has reviewed recommendations by CABE for this policy and is presenting as a first warning to the Board. The older version of Somers' policy is included as well to review the recommended changes. The current policy will be in the packet for the next meeting.

**8.5. First Warning of DBS Code 3231: Medical Reimbursement for Special Education Students**

The Policy Committee has reviewed recommendations by CABE for this policy and is presenting as a first warning to the Board. The policy was amended to state that "The Board of Education may seek Medicaid reimbursement..." as stated in the first sentence of the policy.

- 8.6. First Warning of DBS Code 4118.231: Alcohol, Drugs and Tobacco**  
This is a required policy to meet the requirement of the Drug-Free Workplace/Schools and Community Act and is being presented as a first warning to the Board.
- 8.7. First Warning of DBS Code 9273: Conflict of Interest**  
The Policy Committee has reviewed recommendations by CABE for this policy and is presenting as a first warning to the Board.
- 8.8. First Warning of DBS Code 1316.2: Civility**  
The Policy Committee has reviewed recommendations by CABE for this policy and is presenting for the first warning to the Board. A new policy was received this past week encouraging all Boards to adopt a new policy pertaining to civility not only within the district but also with staff and students outside of the district.
- 8.9. First Warning of DBS Code 4118.24/4218.24: Staff/Student Relationships**  
The Policy Committee has reviewed recommendations by CABE for this policy and is presenting for the first warning to the Board.
- 8.10. Long-Range Plan**  
It was **MOVED** (B. Devlin), **SECONDED** (R. Lees) to approve the current, modified long-range plan for the district as presented. **PASSED 6-1, OPPOSED 1** (A. Kirkpatrick).

## **9.0 OLD BUSINESS**

- 9.1. Second Warning/Adoption of DBS Code 6146: Graduation Requirements/Standards of Proficiency**  
It was **MOVED** (R. Lees), **SECONDED** (A. Kirkpatrick) to approve DBS Code 6146 as presented. **PASSED 7-0.**

## **10.0 ADMINISTRATIVE REPORTS**

- **Dr. Suffredini reported that the tough winter put a toll on the high school track and suggested the Long-Range Planning Committee become involved in this project. The track's current state will be assessed so as to make sure it is not a hazard for future events.**
- **Dr. Suffredini reported that due to the restructuring of the State Police and Town Police Lt. Claudio will now head up the Constables.**
- **Dr. Suffredini reported that the pros and cons of the Common Core continue to be discussed. He reported that for now the schools are complying with what the State has mandated.**
- **Dr. Suffredini reported that the SEA had a concern regarding the HSA insurance plan and that letters of clarification have been drafted between the SEA and administration.**
- **Dr. Suffredini reported that on Thursday, 4/10/14, Friendly's Restaurant in Enfield will donate 20% of each check to the Somers PTA towards the Safe Grad event to be held at Sonny's Place. Coupons were made available.**

## **11.0 COMMITTEE REPORTS**

Minutes will be taken at all subcommittee meetings.

**11.1. Budget – Chairman Palmer reported that there has been no input from the BOF since the last meeting but that another meeting needs to be held prior to the town meeting on 4/21/14.**

**11.2. Curriculum – Chairman Palmer stated that the textbook will be reviewed at the next meeting.**

**11.3. Policy – A. Kirkpatrick stated that the next meeting will be held on 4/14/14 at 6:00 p.m.**

**11.4. Salary & Negotiations – B. Devlin reported that the custodians' meeting will be held on Wednesday, 4/9/14 and the nurses' meeting will be held on Thursday, 4/15/14.**

**11.5. Planning Committee – No report.**

**11.6. Other Committees – No report.**

## **12.0 OTHER**

- **The status of the roofing project was discussed. B. Boutwell reported that a bid is still needed as well as specifications from the electrical engineer.**
- **A. Kirkpatrick reported on the set calendar for CREC: school is to begin on Wednesday in the fourth week of August with two flex days either before or after this day; spring vacation will be held on the second full week of April; February vacation will just include the Monday and Tuesday with Tuesday being a Professional Development Day; school will technically be closed on Election Day; school will be open on Good Friday; no Professional Development Days to be held within the last twelve weeks of school; and five flex days.**

## **13.0 ADJOURNMENT**

**It was MOVED (B. Devlin), SECONDED (R. Lees) to adjourn the BOE meeting at 8:32 p.m. PASSED 7-0.**

**Respectfully submitted,**

**Rick Lees, Jr., Secretary  
Shannin Burns, Recording Secretary**

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

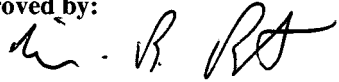
# Somers Board of Education General Budget Treasury Warrant

Report # 28245

Check Batch: 10116  
 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:

4/15/14

William B. Boutwell, Director of Business Services

10116	8212	04/21/2014	V58674	Administrator, Unemployment Compensation	0.00	92.00
	8213	04/21/2014	V52306	AmeriPride Services, Inc	0.00	214.79
	8214	04/21/2014	V00555	AT&T	0.00	39.38
	8215	04/21/2014	V00884	Avery Septic Service	0.00	150.00
	8216	04/21/2014	V60123	B&H Photo-Video	0.00	64.25
	8217	04/21/2014	V60520	Bastarache Photography	0.00	312.00
	8218	04/21/2014	V60633	Best Buy Business Advantage Account	0.00	1,482.96
	8219	04/21/2014	V60780	Big Fun Education	0.00	60.00
	8220	04/21/2014	V00204	CREC	0.00	20,673.74
	8221	04/21/2014	V60089	Dime Oil Company LLC	0.00	44,499.60
	8222	04/21/2014	V53643	East Coast Sign & Supply, Inc.	0.00	516.00
	8223	04/21/2014	V54168	First Student, Inc	0.00	1,893.90
	8224	04/21/2014	V60035	Google, Inc.	0.00	28.33
	8225	04/21/2014	V00511	Grainger	0.00	249.13
	8226	04/21/2014	V60804	Granite City Electric Supply	0.00	239.56
	8227	04/21/2014	V53511	Hall, Robert	0.00	274.99
	8228	04/21/2014	V60090	High Grade Gas Service, Inc	0.00	2,374.43
	8229	04/21/2014	V00665	Kelly-Fradet Lumber	0.00	88.32
	8230	04/21/2014	V60721	Learning Incentive Inc, The	0.00	5,100.00
	8231	04/21/2014	V02898	MagnaKleen Services	0.00	203.90

# Somers Board of Education General Budget Treasury Warrant

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	8232	04/21/2014	V21005	MSC Industrial Supply Co.	0.00	338.71
	8233	04/21/2014	V60486	Northern Nurseries, Inc.	0.00	566.00
	8234	04/21/2014	V60864	Pullman & Comley, LLC	0.00	19,422.80
	8235	04/21/2014	V02014	Pyramid School Products	0.00	155.64
	8236	04/21/2014	V51134	Richco Products, Inc.	0.00	205.80
	8237	04/21/2014	V60851	Rushford Center Inc.	0.00	400.00
	8238	04/21/2014	V01292	School Specialty, Inc.	0.00	594.40
	8239	04/21/2014	V60031	SNE Building Systems	0.00	90.00
	8240	04/21/2014	V02404	Somers Ace Hardware	0.00	742.04
	8241	04/21/2014	V00886	Somers Lunch Program	0.00	4.65
	8242	04/21/2014	V60394	SWAN Associates Inc	0.00	3,846.50
	8243	04/21/2014	V60248	Total Protection Security Systems LLC	0.00	75.00
	8244	04/21/2014	V60356	TPC Associates, Inc	0.00	1,285.00
	8245	04/21/2014	M53099	Tull Brothers, Inc.	0.00	843.57
	8246	04/21/2014	V00616	Vernon Public Schools	0.00	3,600.00
	8247	04/21/2014	V60464	VEX Robotics Inc	0.00	107.59
<b>Totals:</b>					0.00	\$110,834.98

36 Checks Listed.

# Somers Board of Education General Journal Register

Report # 28244  
Batch: 10084  
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>
10084	\$110,834.98	Posted	lbergamini	04/14/2014	lbergamini	04/15/2014

General Ledger Distribution Summary						
Period, Fiscal Year	Account Number	Account Description	DTF Base	Over Budget	Debits	Credits
<b>April, 2014</b>						
<b>Generated Distributions</b>						
	10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			111,037.11	0.00
	10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	111,037.11
		Total Generated Distributions			<b>\$111,037.11</b>	<b>\$111,037.11</b>
<b>User-Entered Distributions</b>						
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	110,834.98
	10-100-2-4-02-242-611-01-5-00165	HS - ART SUPPLIES			594.40	0.00
	10-100-2-4-12-242-611-01-5-00183	HS - TECHNOLOGY ED SUPPLIES			238.55	0.00
	10-100-2-9-16-242-611-01-5-00179	SW - LITERACY SUPPLIES		Yes	60.00	0.00
	10-231-1-5-74-134-330-10-5-00045	B.O.E. - OTHER PROF. SERVICES		Yes	19,422.80	0.00
	10-231-1-5-74-134-690-10-5-00047	B.O.E. - SUPPLIES			4.65	0.00
	10-259-1-4-40-123-590-04-5-00018	HS - FORMS & PRINTING			312.00	0.00
	10-260-5-2-62-722-430-08-5-01141	K-5 BUILDING REPAIRS		Yes	824.95	0.00
	10-260-5-2-64-642-530-04-5-00363	K-5 - TELEPHONE		Yes	39.38	0.00
	10-260-5-4-12-722-430-01-5-00395	HS - TECHNOLOGY ED MAINTENANCE			587.84	0.00
	10-260-5-4-38-722-430-01-5-00393	HS - QUANTITY FOODS MAINT.		Yes	214.79	0.00
	10-260-5-6-44-722-430-03-5-00404	SW - A.V. MAINTENANCE		Yes	494.88	0.00
	10-260-5-6-62-650-613-05-5-00377	SW - CUSTODIAL SUPPLIES			409.70	0.00
	10-260-5-6-62-722-430-08-5-00422	K-5 - SEPTIC TANK		Yes	100.00	0.00
	10-260-5-6-62-722-430-08-5-00430	MA - BUILDING MAINTENANCE		Yes	4,399.44	0.00
	10-260-5-6-62-722-430-08-5-00438	HS - SEPTIC TANK		Yes	50.00	0.00
	10-260-5-6-62-722-430-08-5-00439	HS - BUILDING MAINTENANCE		Yes	235.00	0.00
	10-260-5-6-62-722-430-08-5-00442	SW - GROUNDS KEEP		Yes	566.00	0.00
	10-260-5-6-62-722-430-08-5-00447	SW - GENERAL REPAIR		Yes	359.97	0.00
	10-260-5-6-62-722-430-08-5-00467	SW - GENERAL PAINT			251.11	0.00
	10-260-5-6-62-722-430-08-5-00471	SW - FIRE ALARMS & BELLS		Yes	1,285.00	0.00
	10-260-5-6-62-722-430-08-5-00885	SW - ELECTRICAL SUPPLIES		Yes	239.56	0.00
	10-260-5-6-62-722-430-08-5-01646	SW - SECURITY		Yes	1,482.96	0.00
	10-260-5-6-64-630-620-05-5-00354	K-5 - FUEL #2		Yes	14,192.34	0.00
	10-260-5-6-64-630-620-05-5-00356	HS - FUEL #2		Yes	30,307.26	0.00
	10-260-5-6-64-643-690-05-5-00369	K-5 - PROPANE GAS			994.08	0.00

## Somers Board of Education General Journal Register

Report # 28244

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
10084	\$110,834.98	Posted	Ibergamini	04/14/2014	Ibergamini	04/15/2014
		10-260-5-6-64-643-690-05-5-00371	MA - PROPANE GAS		521.97	0.00
		10-260-5-6-64-643-690-05-5-00372	HS - PROPANE GAS		858.38	0.00
		10-260-6-9-62-722-590-08-5-00453	SW - SOFTWARE MAINT CONTRACTS		28.33	0.00
		10-270-4-5-84-521-510-12-5-00325	TRANSPORTATION - ELEMENTARY		630.67	0.00
		10-270-4-5-84-521-510-12-5-00326	TRANSPORTATION - SECONDARY		757.56	0.00
		10-270-4-5-84-521-510-12-5-00328	ADDITIONAL TRANSPORTATION	Yes	2,170.00	0.00
		10-270-9-9-84-522-510-12-5-00329	SP ED - VANS		505.67	0.00
		10-280-6-5-82-820-200-13-5-00517	UNEMPLOYMENT INSURANCE		92.00	0.00
		10-611-6-5-88-945-560-14-5-01231	TUITION-NON SPECIAL EDUCATION		5,142.95	0.00
		10-611-6-5-88-950-560-14-5-00621	VO-AG -TUITION		3,600.00	0.00
		10-613-9-9-88-955-561-14-5-00673	SP ED - TUITION	Yes	18,860.79	0.00
				Total User-Entered Distributions	<u>\$110,834.98</u>	<u>\$110,834.98</u>
				Total for April, 2014	<u>\$221,872.09</u>	<u>\$221,872.09</u>
				<b>Grand Total for Batch # 10084</b>	<b><u>\$221,872.09</u></b>	<b><u>\$221,872.09</u></b>

159 Transactions Listed.

Adria Balgassi  
419 Southwick Rd #Q72  
Westfield, MA 01085  
413.313.8850  
[adria.balgassi@somers.k12.ct.us](mailto:adria.balgassi@somers.k12.ct.us)

April 9, 2014

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

Dear Dr. Suffredini,

I am writing to inform you of my decision to resign from Somers Elementary School. I will be attending graduate school in the fall to pursue my Master's degree in speech-language pathology. As a result, I will not be able to return to my position as the speech-language pathology assistant (SLPA), effective the end of the 2013-2014 school year.

I would like to thank you for the wonderful opportunities this district has given me. I have greatly enjoyed my time here the past four years and will always be grateful for the valuable experiences I have gained.

All the best,



Adria Balgassi

## **.Business/Non-Instructional Operations**

### **Medical Reimbursement for Special Education Students**

The Board of Education may seek Medicaid reimbursement for eligible medically related services\* provided to Medicaid eligible special education students in accordance with federal and state law.

The Board will provide written notification to the parent/guardian of the student before accessing the student's or parent's or guardian's public benefits or insurance for the first time and prior to the one-time parental or guardian consent and annually thereafter.

The Board will provide, not later than July 1, 2013, written notification to all parents and guardians of children who are Medicaid eligible and currently receiving School Based Child Health (SBCH) services under an individualized education plan (IEP) prior to obtaining parental consent and prior to the continuation of billing Medicaid for the services. After such date, the Board will obtain parental consent from all parents and guardians who are Medicaid eligible and receiving SBCH services under an IEP, in order to access their public benefits or insurance to pay for services under the IDEA.

**\*Note:** *Districts can bill for health-related services that are outlined in the student's IEP. In general, services for which a school district may bill Medicaid are: audiologist services, evaluation and testing, nursing services, occupational therapy, physical therapy, speech therapy, psychological services and social work services.*

Legal Reference: Connecticut General Statutes  
10-76d Duties and powers of boards of education to provide special education programs and services. State agency placements; apportionment of costs. (as amended by P.A. 99-279 An Act Concerning Programs and Modifications Necessary to Implement the Budget Relative to the Department of Social Services.)  
42 CFR Parts 431, 433 and 440, Medicaid Program; Elimination of Reimbursement Under Medicaid for School Administration Expenditures and Costs Related to Transportation of School-Age Children Between Home and School  
5.299, The Medicare, Medicaid & SCHIP Extension Act of 2007  
34 C.F.R. §300.154(d) – Individuals with Disabilities Act (IDEA) Part B, related to parental consent to access public benefits or insurance

Policy adopted

## **Bylaws of the Board**

### **Conflict of Interest**

#### **Civility Code (Version #1)**

As a member of the Somers Board of Education, I will strive to improve education, and to that end I will:

- Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
- Clearly distinguish opinions from facts. And, render all decisions based on the available and verifiable facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- Ensure that all sides have a fair opportunity to present their respective positions;
- Encourage others to become informed and involved. Seek systematic communications between the Board and parents, students, staff, and all elements of the community;
- Respect all Board members through words and actions, demonstrate respect for the diverse views of all citizens in our increasingly multicultural society;
- When advocating for a belief or position, ensure that criticism of opposing viewpoints is expressed as criticism of a position, not a person;
- Be a positive role model for public discourse – practice courtesy, politeness, and consideration;
- Engage in respectful, non-judgmental listening;
- Exercise my rights and responsibilities as a citizen;
- While working toward the will of the majority, respect the rights of the minority, and, recognize the importance of achieving consensus as an important tool in community-building;
- Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the superintendent;
- Communicate to other Board members and the superintendent expressions of public reaction to Board policies and school programs;
- Inform myself about current educational issues by individual study and through participation in programs providing needed information;
- Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;

## **Bylaws of the Board**

### **Conflict of Interest**

#### **Civility Code**

*As a member of the Somers Board of Education, I will strive to improve education, and to that end I will:*

1. Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
2. Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
3. Clearly distinguish opinions from facts. And, render all decisions based on the available and verifiable facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. Respect all Board members through words and actions, and demonstrate respect for the diverse views of all citizens in our society;
5. When advocating for a belief or position, ensure that criticism of opposing viewpoints is expressed as criticism of a position, not a person;
6. Be a positive role model for public discourse - practice courtesy, politeness, and consideration;
7. While working toward the will of the majority, respect the rights of the minority, and, recognize the importance of achieving consensus as an important tool in community-building;
8. Ensure that all sides have a fair opportunity to present their respective positions;
9. Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent;
10. Take no private action that will compromise the Board and administration; and
11. Remember always that my first and greatest concern must be the educational welfare of the students attending the Norwalk Public Schools.
12. Conduct all business in an open and transparent manner, consistent with the intent and spirit of the open meeting law requirements; using confidential processes only in regard to information that is privileged under applicable law;

Bylaw adopted by the Board:



## Personnel – Certified/Non-Certified

### Staff/Student Relationships

Staff members are expected to maintain courteous and professional relationships with students and maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established professional boundaries.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

No Board of Education employee or volunteer shall engage in a sexual relationship of any kind with a student of the Somers Public Schools regardless of the age of the student while the student is enrolled in the school system. Violation of this policy will result in dismissal.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following:

1. Staff members shall not make derogatory comments to students regarding the school, ~~and/or~~ its staff and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating and/or sexual relations between staff members and students is prohibited.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.

**Personnel – Certified/Non-Certified**  
**Staff/Student Relationships** (continued)

8. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.
10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

Staff members who violate this policy may face disciplinary measures, up to and including termination, consistent with state law and applicable provisions of a collective bargaining agreement.

Any employee who witnesses or learns of any of the above behaviors shall report it to the building principal or Superintendent immediately.

**Electronic Communications**

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communications regardless of whether the communication methods are provided by the District or the staff member uses his/her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The District's policies, regulations, and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional and student communications must be appropriate.

- (cf. 4118.112/4218.112 – Sexual Harassment)
- (cf. 4118.51/4218.51 – Social Networking Websites)
- (cf. 4118.23/4218.23 – Conduct)
- (cf. 5141.4 – Child Abuse/Neglect)

**4118.24**  
**4218.24**

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

### **Staff/Student Relationships (continued)**

Legal Reference: Connecticut General Statutes

10-53a-71 Sexual assault in the second degree: Class C or B felony.

10-151 Employment of teachers. Definitions. Notice and hearing on failure to renew or termination of contract. Appeal

Policy adopted:

cps 11/12

## Community Relations

### Civility

#### I. Policy Statement

The Somers Board of Education values diversity and commonality and is committed to a culture that fosters free and open communication. The Board believes that an environment of mutual respect and civil conduct between and among students, school system employees, parents, volunteers, and the general public is critical to the achievement of students and staff. The Board is committed to maintaining a culture that recognizes the worth and dignity of the individual in support of academic achievement and social development.

#### II. Purpose

The purpose of this policy is to set clear expectations for civil behavior that support a safe, welcoming, and nurturing environment on school property and at school-related activities.

#### III. Definitions

Within the context of this policy, the following definitions apply.

- A. **Civility** - Mutual respect and consideration reflected in language, attitudes, and behaviors.
- B. **Bullying** - Intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's or staff member's educational benefits, opportunities, or performance, or with their physical or psychological well-being and is:
  - 1. Motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity or expression, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or,
  - 2. Threatening or seriously intimidating; and,
  - 3. Occurs on school property, at a school activity or event, or on a school bus; or,
  - 4. Substantially disrupts the orderly operation of a school or workplace.
- C. **Harassment** - A sufficiently severe action or persistent, pervasive pattern of actions or statements, directed at an identifiable individual or group, that is intended to be, or which a reasonable person would perceive as, ridiculing or demeaning.

## Community Relations

### Civility

#### Definitions (continued)

- D. **Intimidation** - Subjection to intentional action that seriously threatens and induces a sense of fear and/or inferiority which adversely affects one's ability to participate in or benefit from the educational or work setting.
- E. **School Property** - Any property owned or leased by the Board. The concept of property shall extend to school activities such as field trips, use of parks and recreation facilities, proms at hotels, etc. This means that when a facility is scheduled for student use, it will be considered an extension of school property.
- F. **School-related Activity** - On or off premises activity in which a student directly participates (e.g., field trip, school system-sponsored athletic event, or class/graduation activity), or in which the student does not directly participate, but represents the school or student body simply by being there (e.g. spectator at a school system-sponsored event).

#### IV. Standards

- A. Expected behaviors include but are not limited to:
  - 1. Respect and courtesy in language, demeanor, and actions
  - 2. Moderate tone and volume of voice
  - 3. Active and respectful listening
  - 4. Respectful acknowledgment of cultural differences
  - 5. Respect for the personal, civil, and property rights of others
  - 6. Appropriate and courteous use of telephone, public address systems, two-way radios, and any other verbal communication device
  - 7. Appropriate and courteous written communication, including notes, letters, email, and text messages.
- B. Unacceptable behaviors include but are not limited to:
  - 1. Rude, insulting, or demeaning language and/or actions
  - 2. Persistently unreasonable demands
  - 3. Intrusive and/or interruptive behavior
  - 4. Displays of temper
  - 5. Harassment and intimidation
  - 6. Threatening and/or abusive gestures and behavior.
- C. Incidents of uncivil behavior should be resolved cooperatively with the individual(s) most directly involved.

## Community Relations

### Civility (continued)

#### V. Compliance

- A. Each individual is responsible for behaving in a civil manner and for cooperating in resolving incidents of uncivil behavior.
- B. The Superintendent/designee is responsible for determining whether an incident occurring on school property violates an existing Board policy and for responding appropriately.
- C. The Superintendent/designee will provide for annual notification of this policy to students, staff, parents, and community members.

#### VI. Delegation of Authority

The Superintendent is authorized to develop appropriate procedures for the implementation of this policy.

(cf. 0521 – Nondiscrimination)

(cf. 1120 – Public Participation at Board of Education Meetings)

(cf. 1250 – Visits to the Schools)

(cf. 1251 – Loitering or Causing Disturbances)

(cf. 1316 – Conduct on School Property)

(cf. 1320 – Relations between the Public and School Personnel)

(cf. 1330 – Use of School Facilities)

(cf. 1700 – Otherwise Lawful Possession of Firearms on School Property)

(cf. 3517.2 – Vandalism)

(cf. 5131.911 – Bullying)

(cf. 5145.51 – Sexual Harassment)

(cf. 5145.53 – Civility)

(cf. 6114.7 – Safe Schools)

(cf. 6145.22 – Sportsmanship)

(cf. 9273 – Civility Code)

Legal Reference: Connecticut General Statutes  
 1-225 Meetings of the government agents to be public.  
 1-232 Conduct of the meeting.  
 10-220 Duties of boards of education.  
 10-221 Boards of education to prescribe rule(s), policies, and procedures.  
 10-239 Use of school facilities for other purposes.  
 53a-185 Loitering in or about school grounds: Class C misdemeanor.

Policy adopted:

## Community Relations

### Civility

It is the Board of Education's expectation that all personnel will be responsive to parents' concerns and attempt to resolve problems at the most appropriate level. Failing that, it should be referred to the Principal or designee and, if necessary, subsequently to the Superintendent or his/her designee. It is neither required nor desirable that an employee face abusive language or behavior.

This policy promotes mutual respect, civility, and orderly conduct among District employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting district employees as positive role models to the students of this district as well as the community, the Somers School District encourages positive communication and discourages volatile, hostile, or aggressive behavior.

(cf. 0521 – Nondiscrimination)

(cf. 1120 – Public Participation at Board of Education Meetings)

(cf. 1250 – Visits to the Schools)

(cf. 1251 – Loitering or Causing Disturbances)

(cf. 1316 – Conduct on School Property)

(cf. 1320 – Relations between the Public and School Personnel)

(cf. 1330 – Use of School Facilities)

(cf. 1700 – Otherwise Lawful Possession of Firearms on School Property)

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 10-239 Use of school facilities for other purposes.  
 53a-185 Loitering in or about school grounds: Class C misdemeanor.

Policy adopted:





*Required policy to meet the requirement of the  
Drug-Free Workplace/Schools and Community Act.*

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

### **Alcohol, Drugs, and Tobacco**

The Board of Education is concerned with maintaining a safe and healthy working and learning environment for all staff and students. Medical research indicates that the use of alcohol, drugs and tobacco are hazardous to one's health. In addition to the health hazard to the individual, certified employees are entrusted with the responsibility of imparting knowledge and serving as role models to students.

#### **Alcohol and Drugs**

The Board of Education recognizes the importance of maintaining a drug-free environment for its staff and students. In compliance with federal and state requirements, employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use on or in the workplace any alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance. Controlled drugs are further defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15.

The "workplace" is defined to mean the site for the performance of work done. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

Each employee shall notify his or her supervisor of his or her conviction occurring in the workplace as defined above, no later than 5 days after such conviction.

Each employee shall abide by the terms of the school district policy respecting a drug-free and alcohol-free workplace.

An employee who violates the terms of this policy may be required to successfully complete an appropriate rehabilitation program, may not be renewed or his/her employment may be suspended or terminated, at the discretion of the Board.

#### **Tobacco**

There shall be no smoking or other use of tobacco products on school property during regular school hours, on transportation provided by the Board of Education, or during the course of any trip sponsored by the Board or under the supervision of the Board or its authorized agent.

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

### **Alcohol, Drugs, and Tobacco**

#### **Tobacco (continued)**

For the purposes of this policy, “tobacco product” is defined to include, but is not limited to, cigarettes, cigars, blunts, bidis, pipes, chewing tobacco and all other forms of smokeless tobacco, rolling papers and any other items containing or reasonably resembling tobacco or tobacco products, such as electronic cigarettes.

A copy of this policy and the consequences of violating the policy shall be distributed to all employees of the Board of Education. Failure to comply with the policy may result in disciplinary action as detailed by the administration.

Legal Reference: Drug-Free Workplace Act. 102 Stat. 4305-4308.

Drug-Free Schools and Community Act, P.L. 99-570, as amended by P.L. 101-226 (1991)

21 U.S.C. 812, Controlled Substances Act, I through V, 202.

21 C.F.R. 1300.11 through 1300.15 regulation.

54 Fed. Reg. 4946 (1989)

Connecticut General Statutes

1-21b Smoking prohibited in certain places.

Policy adopted:  
rev 11/13



NON-INSTRUCTIONAL OPERATIONS:

Safety:

It shall be the responsibility of all school personnel acting individually through their designated organizations to be alert to any hazard within or outside school buildings which may jeopardize the safety of school children, school employees, or the public; and it shall be the responsibility of all school personnel to report promptly to the nearest school authority any condition, incident or suspicion which in their judgment warrants investigation. Nothing stated herein is intended to conflict with the jurisdiction of teachers in supervision of pupils or the authority of principals in implementing policies of the Board of Education.

Precautionary measures against fire, explosion or other hazards shall be established together with appropriate instructions and drill for pupils and other school personnel in procedures to be followed in event of potential emergencies.

Precautionary measures for safety of pupils on streets and sidewalks in the vicinity of school buildings shall be established and observed.

- Precautionary measures for safety of pupils within school buildings shall be established and observed. For example, rules established by administrators in charge should:
  1. Prevent the accumulation of materials anywhere, especially in industrial arts shop areas, which are flammable, noxious or otherwise dangerous unless adequate safeguards are provided.
  2. Keep stage and auditorium areas free of debris. Stage managers shall observe standing instructions to discard anything not part of regular stage equipment within 24 hours following the completion of performance.
  3. Keep walkways clear of snow or other obstructions and safe for pedestrian traffic at all times.

Cross Reference: OSHA Regulation, U.S. Department of Labor  
Part 1910 Subpart 2  
Toxic and Hazardous Substances  
Subsections 1200 &1450

Legal Reference: Connecticut General Statute  
10-203 Sanitation  
10-207 Duties of medical advisors  
10-231 Fire drills  
29-389 Stairways and fire escapes on certain buildings

Adopted: May 12 1980  
Revised: December 11, 2000  
July 9, 2009

*A new and recommended policy to consider.*

## **Business/Non-Instructional Operations**

### **Safety**

#### **Safe and Secure School Facilities, Equipment, and Grounds**

**Goal:** It is the goal of the Board of Education (Board) to ensure that all facilities, grounds, equipment, and vehicles meet accepted injury and violence prevention standards for design, installation, use, and maintenance.

**Safety and Hazard Assessments:** *Schools/District* shall develop and implement a written school security and safety plan to conduct regular safety and hazard assessments of all classrooms, buildings, school grounds, gymnasiums, playgrounds, sports-related equipment, and buses and other vehicles used to transport students.

The school security and safety plan shall be an all-hazards approach to emergencies at schools and shall include, but not be limited to:

1. Involvement of local officials, including the First Selectman/Mayor/Town Manager, Superintendent of Schools, law enforcement, fire, public health, emergency management and emergency medical services, in the plan's development.
2. A command center organization structure based on the federal National Incident Management System and a description of the responsibilities of such command center organization.
3. A requirement that a school security and safety committee be established of each school.
4. Crisis management procedures.
5. A requirement that local law enforcement and other local public safety officials evaluate, score and provide feedback on fire drills and crisis response drills.
6. A requirement that the Board of Education submit annually reports to the Department of Emergency Services and Public Protection regarding fire drills and crisis response drills.
7. Procedures for managing various types of emergencies.
8. A requirement that the Board of Education conduct a security and vulnerability assessment for each school in the district every two (2) years and develop a school security and safety plan for each school based upon the school security and safety plan standards developed by the Department of Emergency Services and Public Protection. (DESPP)

## Business/Non-Instructional Operations

### Safety

#### Safe and Secure School Facilities, Equipment, and Grounds (continued)

9. A requirement that the Safe School Climate Committee of each school collect and evaluate information relating to instances of disturbing or threatening behavior that may not meet the statutory definition of bullying.
10. A requirement that each school provide an orientation pertaining to the security and safety plan to each employee and provide violence prevention training as prescribed in the school security and safety plan.

The Board will annually submit each school's security and safety plan to the Department of Emergency Services and Public Protection.

**Note:** *The development implementation of a school security and safety plan for each school, based upon the DESSP standards is required for the school year commencing July 1, 2014, and each school year thereafter.*

The plan shall include provisions for reporting hazards to appropriate staff, prompt repairs or upgrade of identified hazards and other shortcomings, and appropriate communication of repair/upgrade plans to staff, students and family members.

Safety and hazard assessments shall be conducted *annually/other* for building facilities and grounds and *monthly/other* for classrooms, gymnasiums, playgrounds, sports-related equipment, laboratories, and industrial arts facilities. The *school/district* shall report annually on safety and hazard assessments to the Superintendent of Schools or his or her designee. Written inspection reports shall be kept on file for *10/other* years. *School/District* shall correct identified hazards before used by students, staff, or community members.

**Maintenance:** *Schools/District* shall develop maintenance plans for all classrooms, buildings, school grounds, gymnasiums, playgrounds, sports-related equipment, and buses and other vehicles used to transport students. The plan shall include provisions for reporting maintenance needs to appropriate staff, schedules of maintenance activities, and communication of details to appropriate staff, students, and family members. Maintenance reports shall be kept on file for *10/other* years.

**Supervision of Students:** All school-related activities shall be supervised by adults to enforce safety rules and prevent injuries. At least one adult trained in first aid, cardiopulmonary resuscitation, and infection control shall always be available when students are present on school grounds to respond to injuries and medical emergencies. All adults supervising playgrounds,

athletic fields, gymnasiums, science classrooms, industrial arts classrooms and cafeterias shall have easy access to appropriate first aid supplies. Supervising adults shall be informed of any relevant medical guidance on file with the school concerning limits on the participation of individual students in physical activity. Such information will be treated with strict confidentiality.

**3516(c)**

## **Business/Non-Instructional Operations**

### **Safety**

#### **Safe and Secure School Facilities, Equipment, and Grounds (continued)**

**Staff Training:** All school personnel, including bus drivers and athletic program coaches, shall receive adequate preparation and participate in ongoing professional development activities relating to preventing and responding appropriately to unintentional injuries and acts of violence at school. The professional development program shall include at a minimum the following topics:

- emergency response procedures, including the use of fire extinguishers;
- proper use of protective gear by students and staff when appropriate;
- identifying students in need of medical attention and referring them for appropriate services;
- administering first aid and cardiopulmonary resuscitation;
- methods of responding to bullying, sexual harassment, and threats of violence;
- identifying students who have been victims of crime or violent behavior and referring them for appropriate services; and
- maintaining student confidentiality.

#### **School Security and Safety Committee**

Beginning with the school year commencing July 1, 2014, and each school year thereafter, each District school shall have a school security and safety committee under the jurisdiction of the Board. Such committee is responsible for assisting in the development of the school security and safety plan for the school and administering the plan.

Membership must consist of a local police officer, a local first responder, a teacher at the school, a school administrator, a mental health professional (guidance counselor, social worker, school psychologist, school nurse, or child mental health specialist), a parent/guardian of an enrolled student and any other person the Board finds necessary.

Parents/guardians on the committee shall not have access to information about disturbing or threatening student behavior reported to the committee, as such access may compromise student confidentiality.

**Policy Evaluation:** The *Principal, school health coordinator/other* shall regularly monitor, evaluate, and submit an annual report to the *School Health Advisory Council/Board of Education/other* on the implementation of this policy and its effectiveness in reducing injuries at school. The report shall include recommendations for improvements to the policy and its implementation.

(cf. 3517 – Security of Buildings and Grounds)

(cf. 4148.1/4248.1 – An Act Concerning Gun Violence Prevention and Children’s Safety)

**3516(d)**

## **Business/Non-Instructional Operations**

### **Safety**

Legal Reference: Connecticut General Statutes

10-203 Sanitation

10-207 Duties of medical advisers

10-231 Fire Drills

29-389 Stairways and fire escapes on certain buildings

P.A. 13-3 An Act Concerning Gun Violence Prevention and Children’s Safety

Policy adopted:

cps 2/13

cps 6/13



**Price Quote For:**

Somers High School  
 Carla Castro (carla.castro@somers.k12.ct.us)  
 5 VISION BLVD  
 SOMERS, CT 06071-1946

Subscription/MCH:  
 Account Number: 240317  
 Site Number: 286201

Section Summary	Value of All Materials	Free Materials	Product Subtotal
<u>GEOMETRY</u>	\$9,557.16	(\$4,110.96)	\$5,446.20

VALUE OF ALL MATERIALS	\$9,557.16
FREE MATERIALS	(\$4,110.96)
<b>PRODUCT TOTAL*</b>	<b>\$5,446.20</b>
ESTIMATED SHIPPING & HANDLING**	\$335.56
ESTIMATED TAX**	\$0.00
<b>GRAND TOTAL*</b>	<b>\$5,781.76</b>

\* Price firm for 30 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

\*\*Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes are not included in the quote total. If applicable, actual tax charges will be applied at time of order.

Comments:

**Carol Rosi**

**Sales Representative**

Email: carol.rossi@mheducation.com

Send Order to: McGraw-Hill Education PO Box 182605 | Columbus, OH 43218-2605 Phone: 1-800-334-7344 Fax: 1-800-953-8691



**Price Quote For:**

Somers High School  
 Carla Castro (carla.castro@somers.k12.ct.us)  
 5 VISION BLVD  
 SOMERS, CT 06071-1946

Subscription/MCH:  
 Sales Representative: Carol Rossi  
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**Send Order to:**

McGraw-Hill Education PO Box 182605 | Columbus, OH 43218-2605

Phone: 1-800-334-7344

Fax: 1-800-953-8691

\* Price firm for 30 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

\*\*Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes are not included in the quote total. If applicable, actual tax charges will be applied at time of order.

Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
<b>GEOMETRY</b>					
GLENCOE GEOMETRY STUDENT EDITION	978-0-07-663929-8	60	\$80.97	\$0.00	\$4,858.20
GLENCOE GEOMETRY ONLINE STUDENT EDITION 6 YR SUBSC	978-0-07-664002-7	60	\$64.95	\$3,897.00	*Free Materials
GLENCOE GEOMETRY TEACHER EDITION	978-0-07-663930-4	2	\$105.00	\$0.00	\$210.00
GLENCOE GEOMETRY ONLINE TEACHER EDITION 6 YR SUBS	978-0-07-664003-4	2	\$106.98	\$213.96	*Free Materials
GLENCOE GEOMETRY TEACHER CLASSROOM RESOURCES	978-0-07-892099-8	2	\$189.00	\$0.00	\$378.00
<b>GEOMETRY Subtotal:</b>				<b>\$4,110.96</b>	<b>\$5,446.20</b>

VALUE OF ALL MATERIALS	\$9,557.16
FREE MATERIALS	(\$4,110.96)
<b>PRODUCT TOTAL*</b>	<b>\$5,446.20</b>
ESTIMATED SHIPPING & HANDLING**	\$335.56
ESTIMATED TAX**	\$0.00
<b>GRAND TOTAL</b>	<b>\$5,781.76</b>

Comments:

School Purchase Order Number:

\_\_\_\_\_  
 Name of School Official (Please Print)

\_\_\_\_\_  
 Signature of School Official

## Textbook Proposal Form

Use this form to propose the purchase of new textbooks for a new course, grade, or multiple grades.

Date: February 24, 2014

Person(s) submitting: Carla Castro

Content Area: Math Grade(s) 9-10 Course: Honors Geometry

**Recommended Purchase:**

Title or Name of Resource: Glencoe Geometry: Common Core Edition

Type of Resource: Textbook ISBN# 978-0-07-663929-8

Copyright: 2014 Vendor: McGraw-Hill Education

Address: 8787 Orion Place, Columbus, OH 43240

1. Does the text address the content of the curriculum at the appropriate grade level?

Yes  No

What areas of the curriculum are not adequately addressed by this text?

*All areas of the new Common Core State Standards for Geometry are adequately addressed.*

2. Does the text promote the use of differentiated instruction and other research based instructional strategies?

Yes  No

Provide at least three examples from the proposed text.

- *Student editions come with 6 year subscription to electronic editions*
- *Every chapter contains of variety of "Learning by Doing" activities in which students can use technology, such as the graphing calculator or computer, to perform activities and arrive at their own conclusions.*
- *eTeacherEdition provides virtual manipulatives and digital tools to be used in the classroom*
- *Each section offers access to an online personal tutor component*

3. Are there assessments provided that can be used for formative, summative and/or performance based evaluation?

Yes  No

Provide at least three examples from the proposed text.

- *In each chapter there is a mid-chapter assessment and an end of chapter assessment.*
- *Printed TestBank*
- *TestGen available on eTeacherEdition*

4. Do the assessments provided with the text align to the CAPT/CMT where appropriate?

Yes  No

\*align with CCSS and Smarter Balanced testing standards

If no, please explain what supplemental materials will be necessary.

5. Does the textbook have any technology components?

Yes  No

Please provide some examples.

- *Access to electronic student edition*
- *Virtual manipulatives*
- *Online personal tutor*
- *Animated demonstrations*
- *Electronic worksheets*

6. Is the textbook culturally responsive? (Does it include people or information from a diversity of populations? Is it written in a way that it will be accessible to people from a variety of backgrounds?)

Yes  No

Please provide some examples.

- *Offers a multilingual eGlossary for each section*

- *Examples cover a variety of real-world applications in each section.*
  - *Ex: aircraft design, gardening, and snowboarding (examples from section 1-5)*

7. What is the readability level/DRP of the text and what was used to assess its readability?

*Readability is appropriate for high school level mathematics.*

Will the text be used for teacher directed instruction or for independent student study?

*Text will be used for teacher directed instruction.*

Is the readability appropriate for its intended use?

x Yes

No

**Attach a standard budget sheet to detail the purchase costs.**