

## BOE Meeting Template

Monday, November 14, 2016 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 2
4. AUDIENCE TO CITIZENS/STAFF/STUDENTS
5. CORRESPONDENCE
6. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS
7. CONSENT AGENDA
  1. Approval of Bills 6
  2. Maternity Leave - K. Giannuzzi - SHS Guidance 16  
Kelly Giannuzzi, SHS Counselor is requesting maternity leave from approximately March 11, 2017 to May 8, 2017.
  3. Resignation of Patricia Agnoli, Secretary to Principal at Somers High School 17
  4. Resignation - MS Linda Dewey - MBA Social Worker 18  
The resignation of Ms. Linda Dewey, MBA Social Worker.
8. NEW BUSINESS
  1. CAS Exemplary Teaming Practices status to Mabelle B. Avery Middle School 19  
Mr. Clay Krevolin, Principal
9. OLD BUSINESS
  1. Presentation/Proposal by CABE Consultant, Ms. Mary Broderick on the Superintendent Search Committee.  
Ms. Mary Broderick, will be presenting a proposal to the Board on the Superintendent Search Committee for this school year.
10. ADMINISTRATIVE REPORT  
Superintendent will discuss this year's calendar and ask for Board feedback for the 2017-18 calendar.
11. COMMITTEE REPORTS
  1. Budget
  2. Curriculum
    1. Curriculum Update 23  
Dr. Irene Zytka  
Dr. Irene Zytka will give an update on 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 – OCTOBER 24, 2016**

**Members Present:** B. Devlin, R. Lees, Jr., S. Moynihan Bollinger (arrived at 7:02 p.m.), A. Kirkpatrick, M. Marquardt, K. McLellan, B. Capuano

**Members Absent:** D. Palmer, J. Formeister

**Administrators Present:** Dr. M. Suffredini, B. Boutwell, Dr. D. Messina, Dr. I. Zytka

**Staff Present:** J. Lund, N. Ryan, L. McCloskey, C. Stetson, K. Jones, D. Jennings, M. Macaluso, T. Gowash, K. Legg, J. Warner, S. McNamee, K. Anderson, M. Cianci, L. Reilly, L. Mailhot, C. Gustafson, K. White, M. Luginbuhl, K. Regan

**Citizens Present:**

**Students Present:**

**Others:**

**1.0 CALL TO ORDER**

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

**2.0 PLEDGE OF ALLEGIANCE**

**3.0 APPROVAL OF MINUTES**

October 11, 2016 – It was **MOVED** (B. Capuano), **SECONDED** (M. Marquardt) to approve the October 11, 2016 Board of Education meeting minutes as presented. **PASSED 6-0.**

**4.0 AUDIENCE TO CITIZENS/STAFF/STUDENTS**

K. Jones, Math and Reading Intervention Teacher and President of Somers Education Association, spoke on behalf of the teachers in Somers expressing an interest in participating in the search and selection process for the next superintendent.

**5.0 CORRESPONDENCE**

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

It was **MOVED** (R. Lees), **SECONDED** (S. Bollinger) to add agenda item 10.3 – Smart Start (Preschool) Expansion Grant. **PASSED 7-0.**

**7.0 CONSENT AGENDA**

**7.1. Approval of Bills**

It was **MOVED** (R. Lees), **SECONDED** (A. Kirkpatrick) to approve the 10/24/16 bills in the amount of \$157,802.79 as presented. **PASSED 7-0.**

**8.0 NEW BUSINESS**

**8.1. Presentation by CAFE on the Superintendent Search**

Mr. Robert Radar, Executive Director, explained the process and distributed booklets to the Board regarding the superintendent search. Mr. Radar explained that the role

of the superintendent is to be an educational and instructional leader for the Board. It is the only employee of the Board in which the Board searches for a candidate, evaluates the candidate, and sets the salary. CT laws require that Board members make the final decision regarding a superintendent.

The search process takes at least four to five months. Dr. Suffredini will retire at the end of the current school year. Mr. Radar recommended utilizing Dr. Suffredini's knowledge regarding specific characteristics and abilities in a candidate. Although the superintendent search does not have to be done publicly, it is recommended that the public be kept up-to-date with the search going forward in order to develop a better relationship among the community and Board members. The Board decides who will conduct the search, a consultant and/or search committee. There are some disadvantages to just a search committee versus a consultant: confidentiality may be inadvertently lost along the way; certain people on the search committee may feel unable to speak freely about what they want out of a superintendent; or, if the search committee screens candidates and narrows it down to a few candidates, the Board may interview the candidates and decide that neither candidate would be appropriate and would, therefore, require a consultant to provide candidate information. If the Board decides to set up a search committee, the Board will usually work with a consultant as well. Boards appointed as the committee rather than creating a specific search committee occurs more commonly than not. Teachers may also be included as part of the search committee. The Board needs to prepare a budget for the search process.

The consultant usually handles advertisements and websites, receiving applications, comparing applications, and provides certification checks. The Board needs to work with the consultant regarding the job description, salary range, and where to advertise the information. When choosing a consultant, the Board needs to obtain a proposal. Consultants will discuss how he/she will work with the Board. They may hold a number of focus groups including teachers, people from the town council, and administrators. They may also offer surveys and a town hall meeting where the community may participate. Once the consultant or Board narrows the number of candidates, it is required under law to ask the same questions to each candidate. The consultant will perform reference checks, and Mr. Radar recommended the Board do their own Google searches regarding each candidate.

Once the candidate has been decided, the Board Chair and a few other people will introduce the new superintendent to the community and encourage the superintendent to attend a Board council, PTA's, and schools. Mr. Radar expressed that if a permanent superintendent candidate is not chosen by the time Dr. Suffredini resigns, an interim superintendent is required. Mr. Radar recommended Ms. Mary Broderick, a CABE consultant, who has extensive knowledge and is a known and respected educational leader.

Board members agreed to use CABE for consulting purposes. A. Kirkpatrick will contact Ms. Mary Broderick to request a proposal and meeting with the Board. The Board is requesting that the proposal is sent to them before the next Board meeting on 11/14/16.

## 9.0 OLD BUSINESS

## 10.0 ADMINISTRATIVE REPORTS

### 10.1. Long-Range Plan Review

Dr. Suffredini updated the Board on the preliminary long-range plan. Although there doesn't look to be much of a change regarding the long-range data, it will be communicated in December once the budget process has been completed.

### 10.2. Transportation Update

Mr. B. Boutwell, Director of Business Services, distributed a report to Board members regarding transportation. There are currently 14 vehicles that are utilized carrying under 45 students for the most part. Eight students are transferred to Cheney Tech. The Transition Program has grown to seven students. A bus evacuation drill was successfully conducted during the week of 10/17/16. The school is also in the fifth and final year of the Consortium Bus Contract and will go out to bid.

### 10.3. Smart Start (Preschool) Expansion Grant

It was **MOVED** (A. Kirkpatrick), **SECONDED** ( S. Bollinger) to formally apply for the Smart Start preschool expansion grant that will expand the already existing preschool program at SES. This will provide a growing educational program for students with special needs as well as students who mentor. Arrangements would be made at SES in shifting rooms to accommodate the preschool expansion. It would not require any additions to the building. The class would consist of fifteen students and additional staffing. This preschool program would increase to full day, five days a week. The parents would have to provide transportation. It is a requirement that the first selectperson sign off on this application. **PASSED 7-0.**

Dr. Suffredini addressed the Board clarifying his position regarding the selection process for the next superintendent. He stated that he would assist the Board in any way regarding the superintendent search process; however, he will not select the candidate. Staff will have input as discussed during Convocation Day. He emphasized the importance of candidate confidentiality as well.

## 11.0 COMMITTEE REPORTS

Minutes will be taken at all subcommittee meetings.

11.1. Budget – Dr. Suffredini reported that the budget is in the process of being put together for next year.

11.2. Curriculum – No report.

11.3. Policy – A. Kirkpatrick reported that the committee is on hold.

11.4. Salary & Negotiations – Dr. Suffredini reported that a couple of negotiations have been held and that the next meeting will be held on 11/7/16 at 4:30 p.m. in the MBA Media Center.

11.5. Planning – No report.

11.6. Other Committees – None.

## 12.0 OTHER

**13.0 ADJOURNMENT**

**It was MOVED (M. Marquardt), SECONDED (S. Bollinger) to adjourn the BOE meeting at 8:30 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 # 42848

Check Batch: 15842  
 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: 11/9/16  
 William B. Boutwell, Director of Business Services

15842	12572	11/14/2016	V61213	89 Cooper Lane LLC	0.00	3,725.00
	12573	11/14/2016	V00010	ACES	0.00	85.00
	12574	11/14/2016	V60849	Acres Power Equipment Co	0.00	74.43
	12575	11/14/2016	V58674	Administrator, Unemployment Compensation	0.00	524.00
	12576	11/14/2016	V60790	Alternative Access Assistive Technology	0.00	420.00
	12577	11/14/2016	V52670	SYNCB/AMAZON	0.00	4,984.54
	12581	11/14/2016	V60041	Anthem BCBS	0.00	174,211.43
	12582	11/14/2016	V60040	Anthem Life Insurance Company	0.00	2,177.31
	12583	11/14/2016	V02141	Apple Inc.	0.00	2,852.00
	12584	11/14/2016	V61066	Avery Portables, Inc	0.00	50.00
	12585	11/14/2016	V61115	Ben Bronz Foundation, Inc	0.00	5,200.00
	12586	11/14/2016	V60633	Best Buy Business Advantage Account	0.00	561.35
	12587	11/14/2016	V02304	Blaine Window Hardware, Inc.	0.00	302.19
	12588	11/14/2016	E00025	Boutwell, Bill	0.00	27.00
	12589	11/14/2016	E00570	Boutwell, Holly	0.00	25.16
	12590	11/14/2016	E00037	Burda, Sara	0.00	237.80
	12591	11/14/2016	V00121	CABE	0.00	30.00
	12592	11/14/2016	E00576	Carroll, Daniel	0.00	320.00
	12593	11/14/2016	V60862	CCP Industries Inc.	0.00	93.74
	12594	11/14/2016	V60574	CLG Electric LLC	0.00	173.00

## Somers Board of Education General Budget Treasury Warrant

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	12595	11/14/2016	V02474	Connecticut Radio, Inc	0.00	199.00
	12596	11/14/2016	V02198	The Connecticut Water Company	0.00	1,315.01
	12597	11/14/2016	V00204	CREC	0.00	28,270.44
	12598	11/14/2016	E00080	Curran, Mary	0.00	237.80
	12599	11/14/2016	V60709	DBS Energy Inc.	0.00	2,066.46
	12600	11/14/2016	V00605	Electrical Wholesalers	0.00	50.00
	12601	11/14/2016	V00290	Town of Enfield	0.00	9,036.00
	12602	11/14/2016	V00159	Eversource Energy	0.00	7,744.62
	12603	11/14/2016	V54168	First Student, Inc	0.00	66,991.47
	12604	11/14/2016	V02186	Flinn Scientific, Inc.	0.00	576.82
	12605	11/14/2016	V60951	Follett School Solutions, Inc	0.00	539.38
	12606	11/14/2016	V61250	Fred L. Lake & Co., Inc	0.00	143.81
	12607	11/14/2016	V61017	Frontier Communications	0.00	45.78
	12608	11/14/2016	E00512	Galloway, Emily	0.00	138.00
	12609	11/14/2016	V60047	Garston Sign Supplies, Inc.	0.00	114.32
	12610	11/14/2016	V00511	Grainger	0.00	28.86
	12611	11/14/2016	V60804	Granite City Electric Supply	0.00	113.43
	12612	11/14/2016	V60065	Green Grass Inc.	0.00	350.00
	12613	11/14/2016	E00126	Grenier, Lisa	0.00	14.04
	12614	11/14/2016	E00127	Griffin, James	0.00	125.00
	12615	11/14/2016	V60019	Grizzly Industrial, Inc.	0.00	69.74
	12616	11/14/2016	E00129	Gustafson, Cheryl	0.00	186.48
	12617	11/14/2016	V52848	Intensive Education Academy, Inc.	0.00	25,750.00
	12618	11/14/2016	V60521	IXL Learning	0.00	49.00
	12619	11/14/2016	V00999	J.W. Pepper & Son, Inc.	0.00	227.88
	12620	11/14/2016	V51502	Jostens, Inc.	0.00	202.28
	12621	11/14/2016	V00438	Journal Publishing Co.	0.00	203.80
	12622	11/14/2016	V02625	K & S Distributors	0.00	617.67
	12623	11/14/2016	E00163	Kapner, Rob	0.00	93.96
	12624	11/14/2016	V00665	Kelly-Fradet Lumber	0.00	226.80
	12625	11/14/2016	V61110	Laminex Inc	0.00	391.85
	12626	11/14/2016	A00047	Laska, Kevin	0.00	85.74
	12627	11/14/2016	V60903	Learning A-Z	0.00	5,141.85
	12628	11/14/2016	V61116	Learning Forward	0.00	149.00
	12629	11/14/2016	V00039	Leonards Auto Parts Co.	0.00	120.47
	12630	11/14/2016	V02898	MagnaKleen Services	0.00	200.66
	12631	11/14/2016	V60419	MakerBot Industries	0.00	2,199.00

## Somers Board of Education General Budget Treasury Warrant

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	12632	11/14/2016	V54159	Vernon Printing Co, Inc.	0.00	185.89
	12633	11/14/2016	V01013	NASCO Fort Atkinson	0.00	210.28
	12634	11/14/2016	V00977	National Science Teachers Assoc.	0.00	189.00
	12635	11/14/2016	V60936	New England Time Solutions, Inc	0.00	190.00
	12636	11/14/2016	E00801	Neyssen, Mary	0.00	26.77
	12637	11/14/2016	V60983	OMNI Group, The	0.00	28.00
	12638	11/14/2016	V60568	Pediatric Services of America Inc	0.00	5,208.00
	12639	11/14/2016	V61024	Personnel Concepts	0.00	30.70
	12640	11/14/2016	V53914	Pitney Bowes, Inc.	0.00	392.64
	12641	11/14/2016	V60068	Pro-Ed, Inc.	0.00	69.00
	12642	11/14/2016	V60864	Pullman & Comley, LLC	0.00	4,985.50
	12643	11/14/2016	V60925	ReadyNurse Staffing Services	0.00	702.00
	12644	11/14/2016	V52074	Really Good Stuff, Inc.	0.00	166.37
	12645	11/14/2016	E00367	Regan, Karen	0.00	23.76
	12646	11/14/2016	V60133	Robert Brooke & Associates	0.00	119.65
	12647	11/14/2016	E00293	Russell, Mary Jane	0.00	71.28
	12648	11/14/2016	V61226	Shimansky, Sean	0.00	675.00
	12649	11/14/2016	V60700	Social Thinking Publishing	0.00	115.91
	12650	11/14/2016	V02404	Somers Ace Hardware	0.00	351.64
	12651	11/14/2016	V00886	Somers Lunch Program	0.00	4.95
	12652	11/14/2016	V00548	Somers Sanitation Service, Inc.	0.00	1,189.70
	12653	11/14/2016	V01591	Town of Somers	0.00	7,233.68
	12654	11/14/2016	E00322	Suffredini, Dr. Maynard	0.00	29.16
	12655	11/14/2016	V61076	Teachers Synergy, LLC	0.00	138.73
	12656	11/14/2016	E00366	Toney, Stephanie	0.00	100.00
	12657	11/14/2016	V60248	Total Protection Security Systems LLC	0.00	480.89
	12658	11/14/2016	V60356	TPC Associates, Inc	0.00	671.00
	12659	11/14/2016	V02559	Treasurer, State of Connecticut	0.00	2,250.00
	12660	11/14/2016	V61245	Tufnut Works, The	0.00	36.80
	12661	11/14/2016	M53099	Tull Brothers, Inc.	0.00	1,913.00
	12662	11/14/2016	V60819	Turf Products	0.00	938.32
	12663	11/14/2016	V02758	University of Saint Joseph	0.00	5,905.00
	12664	11/14/2016	V54059	Verizon Wireless	0.00	386.30
	12665	11/14/2016	V60464	VEX Robotics Inc	0.00	99.99
	12666	11/14/2016	V53413	W. B. Mason Co., Inc.	0.00	27.20
	12667	11/14/2016	V52399	W.R. Robinson Lumber	0.00	100.00
	12668	11/14/2016	A00063	Wesolowski, Mary Ann	0.00	85.74

# Somers Board of Education General Budget Treasury Warrant

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	12669	11/14/2016	E00233	Zytka, Dr. Irene	0.00	422.00
<b>Totals:</b>					0.00	\$385,844.22
					0.00	\$385,844.22

95 Checks Listed.

# Somers Board of Education General Journal Register

Report # 42846  
Batch: 15826  
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>
15826	\$385,844.22	Posted	Lbergamini	11/07/2016	Lbergamini	11/09/2016

General Ledger Distribution Summary						
Period, Fiscal Year	Account Number	Account Description	DTF Base	Over Budget	Debits	Credits
<b>November, 2017</b>						
<b>Generated Distributions</b>						
	10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			380,593.68	0.00
	10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	380,593.68
		Total Generated Distributions			<b>\$380,593.68</b>	<b>\$380,593.68</b>
<b>User-Entered Distributions</b>						
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			142.30	0.00
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	385,986.52
	10-100-2-2-02-242-611-01-5-00161	K-5 - ART SUPPLIES			210.28	0.00
	10-100-2-2-14-242-611-01-5-00771	K-5 - FIRST GRADE SUPPLIES			38.00	0.00
	10-100-2-2-16-242-611-01-5-00722	K-5 - LANGUAGE ARTS SUPPLIES			115.67	0.00
	10-100-2-2-20-242-611-01-5-00169	K-5 - MUSIC SUPPLIES			329.12	0.00
	10-100-2-3-12-242-611-01-5-00182	MA - TECHNOLOGY ED SUPPLIES			100.00	0.00
	10-100-2-3-14-241-611-01-5-00157	MA - GENERAL SUPPLIES			54.22	0.00
	10-100-2-3-16-242-611-01-5-00184	MA - LANGUAGE ARTS SUPPLIES			74.19	0.00
	10-100-2-3-28-242-611-01-5-00204	MA - SCIENCE SUPPLIES			630.71	0.00
	10-100-2-3-30-242-611-01-5-00210	MA - SOCIAL STUDIES SUPPLIES			166.37	0.00
	10-100-2-4-12-242-611-01-5-00183	HS - TECHNOLOGY ED SUPPLIES			1,978.92	0.00
	10-100-2-4-18-242-611-01-5-00191	HS - MATH SUPPLIES			185.89	0.00
	10-100-2-4-28-242-611-01-5-00206	HS - SCIENCE SUPPLIES			244.25	0.00
	10-100-2-4-66-730-730-01-5-00616	HS - TECH ED REPLACEMENT			424.27	0.00
	10-100-2-4-99-242-611-01-5-00809	HS - RENAISSANCE PROGRAM			320.00	0.00
	10-100-2-5-14-241-611-01-5-00873	SW - GENERAL COMPUTER SUPPLIES			923.97	0.00
	10-100-2-5-14-241-611-01-5-00873	SW - GENERAL COMPUTER SUPPLIES			0.00	15.26
	10-100-2-5-44-242-611-03-5-00222	SW - A.V. SUPPLIES			445.74	0.00
	10-100-8-3-66-910-730-01-5-01335	MA - TECH ED CAPITAL OUTLAY			99.99	0.00
	10-100-8-4-66-910-730-01-5-00607	HS CAPITAL OUTLAY			561.35	0.00
	10-100-8-4-66-910-730-01-5-00965	HS - TECH ED CAPITAL OUTLAY			2,199.00	0.00
	10-120-9-9-98-243-611-01-5-01002	SP ED - TESTING		Yes	69.00	0.00
	10-120-9-9-98-251-580-05-5-00272	SP ED - TRAVEL/IN-SERVICE			25.16	0.00
	10-120-9-9-98-955-330-02-5-01142	SPED - CONSULTANT FEES			1,095.00	0.00
	10-120-9-9-98-955-330-02-5-01674	SP ED - CONTRACTED SERVICES			5,208.00	0.00



## Somers Board of Education General Journal Register

Report # 42846

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
15826	\$385,844.22	Posted	Lbergamini	11/07/2016	Lbergamini	11/09/2016
		10-260-5-5-64-642-530-04-5-01679	SW - INTERNET		2,250.00	0.00
		10-260-5-6-44-722-430-03-5-00404	SW - A.V. MAINTENANCE		36.80	0.00
		10-260-5-6-62-650-613-05-5-00377	SW - CUSTODIAL SUPPLIES		668.80	0.00
		10-260-5-6-62-722-430-08-5-00430	MA - BUILDING MAINTENANCE		1,409.45	0.00
		10-260-5-6-62-722-430-08-5-00430	MA - BUILDING MAINTENANCE		0.00	38.49
		10-260-5-6-62-722-430-08-5-00439	HS - BUILDING MAINTENANCE		920.65	0.00
		10-260-5-6-62-722-430-08-5-00440	SW - EQUIPMENT REPAIR		438.17	0.00
		10-260-5-6-62-722-430-08-5-00442	SW - GROUNDS KEEP		350.00	0.00
		10-260-5-6-62-722-430-08-5-00444	SW - RUBBISH REMOVAL		1,189.70	0.00
		10-260-5-6-62-722-430-08-5-00447	SW - GENERAL REPAIR		423.85	0.00
		10-260-5-6-62-722-430-08-5-00451	SW - MOWER MAINTENANCE		938.32	0.00
		10-260-5-6-62-722-430-08-5-00467	SW - GENERAL PAINT		13.55	0.00
		10-260-5-6-62-722-430-08-5-00885	SW - ELECTRICAL SUPPLIES		303.38	0.00
		10-260-5-6-62-722-430-08-5-00885	SW - ELECTRICAL SUPPLIES		0.00	88.55
		10-260-5-6-64-641-620-05-5-00358	K-5 - ELECTRICITY		5,670.37	0.00
		10-260-5-6-64-641-620-05-5-00360	MA - ELECTRICITY		4,140.71	0.00
		10-260-5-6-64-722-690-05-5-00373	SW - WATER		1,315.01	0.00
		10-270-4-5-84-521-510-12-5-00325	TRANSPORTATION - ELEMENTARY		21,269.65	0.00
		10-270-4-5-84-521-510-12-5-00326	TRANSPORTATION - SECONDARY		25,549.13	0.00
		10-270-4-5-84-521-627-12-5-00327	BUS FUEL		7,077.31	0.00
		10-270-9-9-84-522-112-12-5-00333	SP ED - TRANSPORTATION AIDE		2,311.13	0.00
		10-270-9-9-84-522-510-12-5-00329	SP ED - VANS		17,054.04	0.00
		10-279-4-3-42-530-580-06-5-00336	MA - ATHLETIC TRIPS	Yes	807.52	0.00
		10-279-4-5-84-722-627-12-5-00341	SW - GASOLINE SCHOOL VEHICLES		156.37	0.00
		10-280-6-5-82-820-200-13-5-00512	LIFE AND AD&D INSURANCE		2,177.31	0.00
		10-280-6-5-82-820-200-13-5-00517	UNEMPLOYMENT INSURANCE		524.00	0.00
		10-280-6-5-82-820-200-13-5-01228	SW - HEALTH SAVINGS ACCOUNT		174,211.43	0.00
		10-320-2-4-54-880-690-07-5-00602	HS - ACADEMIC AWARDS		425.23	0.00
		10-320-7-3-42-880-590-06-5-00596	MA - OFFICIALS		171.48	0.00
		10-611-6-5-88-960-560-14-5-00638	ENFIELD ADULT EDUCATION		9,036.00	0.00
		10-613-9-9-88-955-561-14-5-00622	SPED - CREC RIVER STREET		28,270.44	0.00
		10-613-9-9-88-955-561-14-5-00673	SP ED - TUITION	Yes	36,855.00	0.00
			Total User-Entered Distributions		<b>\$386,128.82</b>	<b>\$386,128.82</b>
			Total for November, 2017		<b>\$766,722.50</b>	<b>\$766,722.50</b>
			<b>Grand Total for Batch # 15826</b>		<b>\$766,722.50</b>	<b>\$766,722.50</b>

# Somers Board of Education General Journal Register

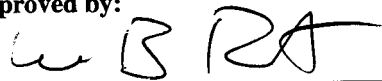
<b>Batch #</b>	<b>Control Total</b>	<b>Status</b>	<b>Created By</b>	<b>Created On</b>	<b>Last Updated By</b>	<b>Last Updated On</b>
15826	\$385,844.22	Posted	Lbergamini	11/07/2016	Lbergamini	11/09/2016

394 Transactions Listed.

# Somers Board of Education General Budget Treasury Warrant

Check Batch: 15800  
 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:** 11/2/16  
William B. Boutwell, Director of Business Services

15800	12569	11/02/2016	V52670	SYNCB/AMAZON	0.00	17.80
	12570	11/02/2016	V61230	ENGIE Resources	0.00	11,311.89
	12571	11/02/2016	V53987	U.S. Bancorp Equipment Finance, Inc	0.00	2,050.54
<b>Totals:</b>					0.00	\$13,380.23

3 Checks Listed.

# Somers Board of Education General Journal Register

Report # 42735  
Batch: 15799  
Transaction: N/A  
Show Summary Only: Yes

<b>Batch #</b> 15799	<b>Control Total</b> \$13,380.23	<b>Status</b> Posted	<b>Created By</b> Lbergamini	<b>Created On</b> 11/02/2016	<b>Last Updated By</b> Lbergamini	<b>Last Updated On</b> 11/02/2016
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General Ledger Distribution Summary							
Period, Fiscal Year	Account Number	Account Description	DTF Base	Over Budget	Debits	Credits	
<b>November, 2017</b>							
<b>Generated Distributions</b>							
	10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			13,383.51	0.00	
	10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	13,383.51	
					<b>Total Generated Distributions</b>	<b>\$13,383.51</b>	<b>\$13,383.51</b>
<b>User-Entered Distributions</b>							
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	13,380.23	
	10-222-2-3-52-231-642-03-5-00138	MA - LIBRARY BOOKS			17.80	0.00	
	10-232-6-5-66-830-440-04-5-00525	CO - COPIER RENTAL			512.64	0.00	
	10-240-6-2-66-830-440-04-5-00523	K-5 - COPIER RENTAL			512.62	0.00	
	10-240-6-3-66-830-440-03-5-00527	MA - COPIER RENTAL			512.64	0.00	
	10-240-6-4-66-830-440-04-5-00763	HS - COPIER RENTAL			512.64	0.00	
	10-260-5-6-64-641-620-05-5-00360	MA - ELECTRICITY			5,022.46	0.00	
	10-260-5-6-64-641-620-05-5-00361	HS - ELECTRICITY			6,190.47	0.00	
	10-260-5-6-64-641-620-05-5-00362	MAINTENANCE - ELECTRICITY		Yes	98.96	0.00	
					<b>Total User-Entered Distributions</b>	<b>\$13,380.23</b>	<b>\$13,380.23</b>
					<b>Total for November, 2017</b>	<b>\$26,763.74</b>	<b>\$26,763.74</b>
					<b>Grand Total for Batch # 15799</b>	<b>\$26,763.74</b>	<b>\$26,763.74</b>

16 Transactions Listed.



# SOMERS HIGH SCHOOL

*Counseling and Career Center*

5 Vision Boulevard, Somers, Connecticut 06071 • t. (860) 749-2270 • f. (860) 749-9264

October 5, 2016

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

Dear Dr. Suffredini,

I am writing to notify you that I am expecting my first child and I wish to take maternity leave beginning in March 2017. My estimated due date is March 11, 2017. I plan on returning 8 weeks after the birth and I intend to use my accumulated sick leave as paid days during this time with the remaining days as unpaid. I anticipate returning to my position sometime around May 8, 2017.

Thank you for your time and consideration.

Sincerely,

Kelly Giannuzzi  
School Counselor  
Somers High School

October 25, 2016

Gary Cotzin  
Principal  
Somers High School

Dear Mr. Cotzin:

Effective immediately, I resign my position as Secretary to the Principal of Somers High School.

I would like to thank you for the opportunity extended to me to join Somers High School. I found all staff to be very welcoming and accommodating; however, the position is not what I had envisioned for myself.

Respectfully,

  
Patricia A. Agnoli

November 8, 2016

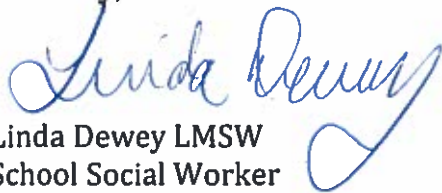
Dr. Denise Messina  
1 Vision Blvd  
Somers, CT 06071

Dear Denise,

I'm writing to resign as a school social worker at Somers Public Schools as of November 23, 2016 as we discussed. Although the past 12 years have been very rewarding here, I was offered a position in another district and accepted it.

It was an honor to work at an award winning school with a staff that has an excellent track record of putting students first in order to provide them with what they need to be successful at school. In addition I have been privileged to work with you and your high caliber support staff. Thank you for so many professional development and supervision opportunities as well as wise advice.

Sincerely,

A handwritten signature in blue ink that reads "Linda Dewey". The signature is written in a cursive style with a large, decorative flourish at the end.

Linda Dewey LMSW  
School Social Worker  
MBA Middle School  
Somers, CT 06071

# *Mabelle B. Avery Middle School*

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Clay Krevolin, Principal ext. 2603  
Rob Kapner, Assistant Principal ext. 2606

1 Vision Boulevard, Somers, CT 06071  
860-749-2270 Fax 860-763-2073

March 24, 2016

Mr. Earle G. Bidwell  
Assistant Executive Director  
Connecticut Association of Schools  
30 Realty Drive  
Cheshire, CT 06410

Dear Mr. Bidwell:

After many years of being a middle School Principal, I am very proud of the accomplishments and commitment to middle school teaming shown by my staff at Mabelle B. Avery Middle School. We continue to work diligently to assure that our teaming practices have evolved to meet the needs of all students and are aligned with Connecticut Common Core Standards. In doing so, I would appreciate it very much if Mabelle B. Avery Middle School could be considered for recognition by the Connecticut Association of Schools for "Exemplary Teaming Practices".

In an effort to substantiate this request, I would like to describe what we have done this year to reflect on our teaming practices:


- During our January 2016 Faculty Meeting, our certified staff completed the CAS self-assessment instrument for Exemplary Teaming Practices
- The results of the individual staff member self-assessment were averaged for each of the characteristics listed on the self-assessment (Faculty Response Average document attached)
- The results of the self-assessment were discussed at interdisciplinary team meetings. Areas needing improvement were discussed further and additional evidence was collected to determine if the results accurately reflected school practices
- Six characteristics in the self-study were identified to examine further and distributed back to the certified staff (created document attached)
- During our Team Leader Council Meeting on Tuesday, February 2, 2016, "Team Feedback on "Effective Teaming Practices" Lower Ranking Areas for Additional Consideration" were discussed and action plans developed. (Please see minutes from the Team Leader Council Agenda for February 2, 2016—attached)

From my prospective as Principal, I feel that process described was very worthwhile as we continue to strive to reach our full potential as a middle school committed to interdisciplinary teaming practices. Once again, I am very pleased with the outcome of

this initiative and look forward to having the opportunity to recognize the efforts of the staff at Mabelle B. Avery Middle School.

I would look forward to meeting with the selection committee, welcoming them to Mabelle B. Avery Middle School and/or answering additional questions. Hopefully, we will be able to “chat” at the NELMS Conference. Thank you for considering Mabelle B. Avery Middle School for this honor.

Respectfully Submitted,



Clay Krevolin  
Principal

C. Mabelle B. Avery Leadership Council  
Dr. Maynard Suffredini Jr, Superintendent  
Dr. Irene Zytka, Director of Curriculum



EXECUTIVE DIRECTOR  
Dr. Karissa L. Niehoff

OFFICERS:

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Dr. RoseAnne O'Brien Vojtek, Principal  
Ivy Drive School, Bristol

President-Elect  
Donna Hayward, Principal  
Haddam-Killingworth High School

Vice President (High)  
Andre Hauser, Principal  
Waterford High School

Vice President (Middle)  
Richard Dellinger, Principal  
Amity Reg. Middle School, Bethany

Vice President (Elementary)  
Victoria Reed, Principal  
Highland School, Wallingford

Secretary-Treasurer  
Dr. Beth Smith, Headmaster  
Shelton High School

AFFILIATED WITH:

- National Association of Secondary School Principals
- New England Association of Schools and Colleges
- Association for Middle Level Education
- National Association of Elementary School Principals
- New England League of Middle Schools
- National Federation of State High School Associations

30 Really Drive  
Cheshire, CT 06410  
Phone: (203)250-1111  
FAX: (203)250-1345  
www.casciac.org

# THE CONNECTICUT ASSOCIATION OF SCHOOLS

September 29, 2016

Mr. Clay Krevolin, Principal  
Mabelle B. Avery Middle School  
1 Vision Boulevard  
Somers, Connecticut 06071

Dear Clay,

The Professional Studies Committee of the Connecticut Association of Schools is delighted to grant Exemplary Teaming Practices status to Mabelle B. Avery Middle School.

Knowing that teaming is at the heart of good middle school practice, we are proud to recognize you for your distinguished work in this area and to promote your efforts throughout our entire membership.

You will be presented with a framed certificate recognizing your achievement. A media release is enclosed that I hope you will share with local news media and use in your own publications and communications. Your accomplishment will also be recognized on the CAS website and will encourage other schools to contact you in an effort to improve the status of teaming in all middle schools.

I want to convey the visiting committee's gratitude to you and your staff for a warm welcome and for the time and effort you put into making their visit stimulating and rewarding. On behalf of the entire CAS Professional Studies Committee, congratulations and thank you for all that you do to advance the cause of middle level teaming in education.

Sincerely,

*Earle G. Bidwell*

Assistant Executive Director

Enclosure

CC: Visiting Committee Members: Norma Posocco

Serving schools and  
their leaders

*For Immediate Release:*

## *Mabelle B. Avery Middle School Earns Exemplary Teaming Status*

The Connecticut Association of Schools is proud to announce that Mabelle B. Avery Middle School has been certified for Exemplary Teaming Practices. Mabelle B. Avery Middle School joins a handful of Connecticut schools also holding the designation.

According to the National Middle School Association's *This We Believe, Successful Schools for Young Adolescents*, "The interdisciplinary team of two to four teachers working with a common group of students is the signature component of high-performing schools, literally the heart of the school from which other desirable programs and experiences evolve."

The administration and faculty at Mabelle B. Avery Middle School completed a rigorous self-assessment examining 27 areas of school practice such as curriculum, integration, collaborative decision making, parent or community involvement, and flexible grouping and scheduling. An evaluation team from the Connecticut Association of Schools then visited the school to verify and validate the assessment. They observed highly effective team meetings, team autonomy and flexibility, and determination to "make things work." They also demonstrated a commitment to continuous progress in making their teaming practices better.

Mabelle B. Avery Middle School is being awarded a framed CAS certificate, a three-year exemplary practices designation, and recognition on the CAS website. As a service to other schools wishing to improve their teaming practices, award winners welcome inquiries and visitors.

For more information contact:

Earle G. Bidwell, Assistant Executive Director  
Connecticut Association of Schools  
30 Realty Drive, Cheshire, Connecticut 06410

203-250-1111 or [ebidwell@casctiac.org](mailto:ebidwell@casctiac.org)

## BOE Presentation

### Update on Literacy, English and Technology

11/14/16

#### Literacy

- Mega Words (Decoding program)
- Read Conn (see attached information)
- Writing

#### English

- 9<sup>th</sup> grade Vocabulary

#### Technology

- Online Textbook Subscriptions

## **ReadConn: K-3 Reading Skills Professional Development Series Frequently Asked Questions**

### ***What is the “ReadConn: K-3 Reading Skills Professional Development Series”?***

The ReadConn: K-3 Reading Skills Professional Development Series is a state funded effort focused on identifying students' needs related to critical early literacy skills and delivering explicit instruction regardless of reading approach or program. This series will increase teachers' expertise in identifying necessary foundational skills, spotting student skills gaps, and monitoring students' progress to create a rock solid foundation in early literacy skills. In its first year, the program will consist of 96 five-person teams that include one school-based administrator, one literacy leader (school-based individual with a formal literacy role and is responsible for supporting K-3 teachers in their professional learning in reading skills and knowledge), and three teachers (inclusive, and may include teachers of K-3 special education and English learners). This is a multi-year program in which cohorts are involved for one year.

### ***What role do classroom teachers play?***

Over the course of the school year, teachers will develop a strong understanding of the Foundational Reading Standards and engage in regular opportunities to apply their learning in the classroom, ensuring the program is practical and responsive to on-the-ground realities in the state. The Connecticut State Department of Education (CSDE) expects teachers will fully engage in our learning series, attending the regional workshop sessions and the Capstone event with their team. With guidance from their school-based literacy leaders, teachers will also enhance their skills through self-paced online modules.

### ***What role do literacy leaders play?***

Literacy leaders will expand their content, pedagogical knowledge and effective practices for supporting classroom teachers in foundational literacy. The CSDE expects literacy leaders will fully engage in our learning series, attending every session and participating in our virtual learning opportunities. They will participate in face-to-face workshops, collaborate with other Connecticut literacy leaders, and engage in four online self-paced modules. This is NOT a Trainer of Trainers model of professional development.

### ***As a literacy leader, what are my responsibilities to my school, LEA or district?***

Potential school-based literacy leaders and their school and district leaders should discuss any expectations before, during and after participation so that literacy leaders can make informed decisions about their role. Literacy leaders who already hold school or district leadership roles have a professional responsibility to share their learning with others.

### ***What role do principals and district administrators play?***

Principals will also augment their knowledge base for supporting literacy leaders and teachers in effective foundational literacy instruction. They will take part in the ReadConn Launch, Mid-year, and Capstone events – as well as webinars focused on their role in supporting teachers and literacy leaders. District administrators will develop a clear understanding of the relationships

between components of the program, and how they can support optimal implementation across their district.

***What's the purpose?***

The goal of this program is to respond to the needs of Connecticut K-3 literacy teachers and literacy leaders around foundational reading skills by providing professional learning that encompasses the Reading Foundational Skills of the Connecticut Core Standards (CCS) in English Language Arts. This program aims to build capacity in teachers, literacy leaders, and school and district leaders that can be sustained and expanded.

***With whom is the CSDE collaborating on this project?***

The CCS K-3 System of Professional Learning is brought to you through a partnership with Public Consulting Group (PCG) of Boston, MA and LearnZillion of Washington, D.C.

***How do I register?***

Principals are responsible for registering teams for the program. To register, principals should:

- 1) direct your internet browser to: <http://surveys.pcqus.com/s3/READCONN-Registration>;
- 2) select "*Register Team*";
- 3) input their information: first name, last name, e-mail address, role (*principal*), grade level (*N/A*);
- 4) input the information for the rest of their team including one literacy leader, and three teachers (inclusive, and may include teachers of K-3 special education and English learners); and
- 5) choose "*next*," and within one business day, principals and team members will receive an e-mail from Melissa Pierce at PCG Education with instructions on how to register for the appropriate sessions.

District administrators can also register for the ReadConn Launch by directing their internet browsers to: <http://surveys.pcqus.com/s3/READCONN-Registration> and selecting "*Register an Administrator*." They, too, will receive an e-mail confirmation from Melissa Pierce at PCG with instructions on how to register for the event.

***What is the difference between the ReadConn events and the regional Workshops?***

The ReadConn events establish and nurture the whole community of school-based literacy leaders across the state to enable them to learn from each other's experiences and challenges. ReadConn is a safe space for them to master new content and effective skills for supporting adult learning back at their schools. The ReadConn events are a pillar in the ReadConn program that ensure the transfer of foundational skills instruction into the classroom with a positive impact on student outcomes. After the in-person ReadConn events, support continues via online coaching groups that connect regularly to study student work, work through challenges and celebrate successes.

*Where and when do the different elements of the program occur?*

<b>FALL 2016</b>	<b>WINTER 2016-2017</b>	<b>SPRING 2017</b>	<b>SUMMER 2017</b>
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**Ongoing Literacy Leader virtual collaboration**

<b>Launch 9/20/16</b>	<b>ReadConn Kickoff 9/20-9/21</b>	<b>Regional workshops</b>	<b>ReadConn Mid-Year</b>	<b>Regional workshops</b>	<b>ReadConn Capstone 7/19/17</b>
		<b>Online Modules 1 &amp; 2</b>		<b>Online Modules 3 &amp; 4</b>	

\*Principals will also participate in two webinars (October and January) focused on their role in supporting teachers and literacy leaders.

<b>LITERACY LEADERS</b>	<b>TEACHERS</b>	<b>PRINCIPALS</b>	<b>DISTRICT ADMINS</b>
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Event	Participants	Date	Time	Venue
ReadConn: Launch	Literacy leaders, Principals, District administrators	9/20/16	7:45am - 11:45am	Hartford Marriott Downtown
ReadConn: Kick off	Literacy leaders	9/20/16 9/21/16	12:45pm - 3:30pm 7:45am - 3:30pm	Hartford Marriott Downtown
Webinar	Principals	October		
Setting the stage for K-3 Reading: Phonological and Phonemic Awareness	Teachers, Literacy leaders	October, various days	TBD	6 regional workshops (East Hartford, Meriden, and Southbury)
Module 1: Phonological Awareness and Print Concepts	Teachers, Literacy leaders		Self-paced	Online
Setting the stage for K-3 Reading: Phonics	Teachers, Literacy leaders	January, various days	TBD	6 regional workshops (East Hartford, Meriden, and Southbury)
Module 2: Phonics	Teachers, Literacy leaders		Self-paced	Online
ReadConn: Mid-year	Literacy leaders, Principals	2/1/17	7:45am-3:30pm	Hartford Marriott Downtown

Event	Participants	Date	Time	Venue
Setting the stage for K-3 Reading: Advanced Word Recognition and Fluency	Teachers, Literacy leaders	March, various days	TBD	6 regional workshops (East Hartford, Meriden, and Southbury)
Module 3: Advanced Word Recognition and Fluency	Teachers, Literacy leaders		Self-paced	Online
Setting the stage for K-3 Reading: Comprehension and Vocabulary	Teachers, Literacy leaders	May, various days	TBD	6 regional workshops (East Hartford, Meriden, and Southbury)
Module 4: Comprehension and Vocabulary	Teachers, Literacy leaders		Self-paced	Online
ReadConn: Capstone	Teachers, Literacy leaders, Principals, District administrators	7/19/17	7:45 am - 3:30 pm	Connecticut Convention Center