

Board of Education Meeting
Monday, September 25, 2017 7:00 PM
Board of Education Room, 4 Vision Boulevard, Somers, CT 06071

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MINUTES
 1. DRAFT Minutes of Board Meeting of 9/11/2017 2
To approve minutes of the 9/11/2017 Board of Education Meeting.
4. AUDIENCE TO CITIZENS/STAFF/STUDENTS
5. CORRESPONDENCE
6. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS
7. CONSENT AGENDA
 1. Approval of Bills 7
8. NEW BUSINESS
 1. 2018 Board of Education Meeting Schedule 13
The 2018 Board of Education Meeting Schedule for the Board to approve.
9. OLD BUSINESS
 1. 2nd Warning DBS Policy 6172 Alt. Education 14
The Policy Committee has reviewed policy DBS Policy 6172 Alt. Education and is recommending adoption.
 2. DBS 4131 Staff Development - 2nd warning 16
The Policy Committee has reviewed DBS 4131 Staff Development and is recommending adoption.
 3. 2nd warning DBS 5121 Grading 21
The Policy Committee has reviewed DBS 5121 Grading and is recommending adoption.
 4. DBS 7230. Air Quality revised -2nd warning 24
The Policy Committee has reviewed DBS 7230. Air Quality and is recommending adoption.
10. ADMINISTRATIVE REPORTS
 1. Health Service Report 2016-17 28
Mrs. Cheryl Fry, nurse at MBA will present the 2016-2017 Health Services Report for the Somers Public Schools.
 2. Superintendent Update
Brian Czapla will update the Board of Education on issues.
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

MINUTES OF THE MEETING – SEPTEMBER 11, 2017

Members Present: B. Devlin, D. Palmer, R. Lees, Jr., J. Anderson, S. Moynihan
Bollinger, A. Kirkpatrick, K. McLellan, B. Capuano
Members Absent: M. Marquardt
Administrators Present: B. Czapla, B. Boutwell, Dr. D. Messina, Dr. I. Zytka, C.
Krevolin, R. Kapner, G. Cotzin, D. Carroll
Staff Present: C. Gustafson
Citizens Present:
Students Present:
Others: M. Krementowski (J.I.)

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

3.1. Draft Minutes of Board Meeting of 8/28/17

August 28, 2017 – It was **MOVED** (B. Capuano), **SECONDED** (K. McLellan) to approve the August 28, 2017 Board of Education meeting minutes as presented. **PASSED 8-0.**

4.0 AUDIENCE TO CITIZENS/STAFF/STUDENTS

5.0 CORRESPONDENCE

6.0 OPPORTUNITY TO ADD/DELETE AGENDA ITEMS

7.0 CONSENT AGENDA

7.1. Approval of Bills – Warrant of Bills 9/11/17

It was **MOVED** (D. Palmer), **SECONDED** (J. Anderson) to approve the 9/11/17 bills in the amount of \$450,865.06 as presented. **PASSED 8-0.**

7.2. Resignation of Mr. Alan Reichle – MBA Alt. Ed. Teacher

It was **MOVED** (D. Palmer), **SECONDED** (J. Anderson) to accept the resignation of A. Reichle, MBA Alt. Ed. Teacher, effective 8/28/17. **PASSED 8-0.**

- 7.3. Leave of Absence Request – Ed Cunningham, SES Custodian**
It was **MOVED (D. Palmer), SECONDED (J. Anderson)** to approve the one-year, unpaid leave-of absence request through September 1, 2018 for E. Cunningham. **PASSED 8-0.**

8.0. NEW BUSINESS

- 8.1. First Warning of DBS Code 6172 – Alternative Education Program**
First Warning of DBS Code 6172 - Alternative Education Programs. The Policy Committee has reviewed this policy and is recommending the attached changes. Second warning/adoption will be included on the 9/25/17 agenda.
- 8.2. First Warning of DBS Code 5121 – Examinations/Grading/Rating**
First Warning DBS Code 5121 - Examinations/Grading/Rating. The Policy Committee has reviewed this policy and is recommending the changes. Second warning/adoption will be included on the 9/25/17 agenda.
- 8.3. First Warning 4131 – Staff Development**
First Warning 4131 - Staff Development. The Policy Committee has reviewed this policy and is recommending the changes. Second warning/adoption will be included on the 9/25/17 agenda.
- 8.4. First Warning of DBS Code 7230.2 – Indoor Air Quality**
First Warning on DBS Code 7230.2 - Indoor Air Quality. The Policy Committee has reviewed this policy and is recommending the changes. Second warning/adoption will be included on the 9/25/17 agenda.
- 8.5. Superintendent’s Evaluation Format**
Superintendent Czapla discussed the evaluation format with the BOE. The mid-year evaluation deadline is 12/30/17. The final evaluation deadline is 6/30/18. The Board will provide a written evaluation based on the domains provided.

9.0 OLD BUSINESS

- 9.1. Second Warning of DBS Code 6145.10 – Curriculum – Extracurricular Activities**
It was **MOVED (B. Capuano), SECONDED (J. Anderson)** to approve the removal of DB Code 6145.10 – Curriculum – Extracurricular Activities as presented.
PASSED 8-0.

10.0 ADMINISTRATIVE REPORTS

- 10.1. MBA Building Goals**
Mr. C. Krevolin, Principal of Mabelle B. Avery Middle School, and Mr. R. Kapner, Assistant Principal of Mabelle B. Avery Middle School, presented the building goals related to Literacy and Mathematics:

- **Literacy**: All students will meet/exceed their individual MAP Projected Growth Goal in Reading and Language Usage. Interventions may be utilized if the students' projected mid-year growth is not met.
- **Mathematics**: All students will meet or exceed their individual MAP Projected Growth Goal in Mathematics.

Strategies to Achieve Goals include:

- Academic support where students will be closely monitored by the interdisciplinary team.
 - Provide teachers with student assessment data at the beginning of the year in order to begin interventions immediately.
 - Provide more parental communication regarding how the school utilizes MAP testing as well as sharing students' results with parents in order to demonstrate the students' learning potential and the correlation between SBAC testing and MAP testing. MAP testing has begun this week with students in either their Language Arts or Math classes.
 - The administrators would prioritize the addition of a remedial mathematics teacher in the 2018-19 budget provided the outcome of the State budget.
 - Individual student interventions will be targeted and continuously evaluated for effectiveness.
- **PBIS (Positive Behavior Intervention Supports)**: As measured by the System Wide Information Service (SWIS) data collection system, MBA students will show a 20% reduction in the Inappropriate Use of Technology and in Defiance compared to SWIS data collected during the same period of time during the 2016-17 school year. Objectives include improving school climate, universal approach to discipline, clear expectation of positive behaviors, and procedures for reinforcing behavioral expectations.

10.2. Somers High School NEASC Report

Mr. G. Cotzin, Principal of Somers High School, introduced C. Gustafson, SHS World Language Teacher, who shared the results of the NEASC Report with the Board. SHS accreditation was renewed with great accolades. A large portion of the visit was highlighted by students who represented different groups and different interests. Teachers participated in interviews, and two groups of parents met on two separate occasions to speak with the visiting committee. The welcoming reception was akin to a job fair and was completely run by the students. Commendations included a clear reflection of the Spartan Code with involvement of all student viewpoints and stakeholders in the creation of the Spartan Code; use of technology; intervention program; relations among students, staff, and administration; and, class sizes were complimented to support student learning. Recommendations included ensuring that work was guided by the Curriculum and the 21st century learning expectations and to continue to work and move forward. A follow-up committee will develop a plan to work on the recommendations. A two-year report is due 10/1/19 followed by a five-year report. Superintendent Czapl commended Cheryl Gustafson, Phil Goduti Gary Cotzin, and Dan Carroll for their hard work during this process.

10.3. Somers Summer Schools Report

Mr. G. Cotzin, SHS Principal, updated the Board on summer school. Five

students participated in five courses. Four of the students earned credit by completing the coursework. It was a four-week session, four days a week at \$250.00 per course.

Dr. D. Messina, Director of Pupil Services, updated the Board on the summer program:

- ESY (Extended School Year) is determined annually by the PPT for students on an IEP and offered to students who meet the criteria for significant regression after separation from instruction. It is not mandatory.
- SLAM (Supporting Language Arts and Mathematics) is a summer program that integrates reading and written language/literacy/communication, math, and physical education. This program is offered to students for ESY on an IEP but also to the general education students for a tuition fee of \$190 per session. The 2017 program ran from 7/10-8/3/17, Monday-Thursday in two-week sessions for two-and-a-half hours. There were 51 total students who participated, grades 1-6. ESY themes included “Going on a Safari,” “Ocean Life,” “Rainforests,” and “Australia.” There was an executive functioning weekly focus throughout the program.
- ESY Middle School and High School tutoring focused on Language Arts and Mathematics located at the town library or central office. Three middle school students and 7 high school students participated.
- OOD (Out of District) Summer Placements encompassed seven sites. It ran from 6/26-8/11/17 for six-and-a half hours, five days per week. The tuition is set per site by a daily ESY/summer rate.

10.4. Capital Projects Update

Mr. B. Boutwell, Director of Business Services updated the Board regarding Capital Projects from last year and this year.

10.5. Superintendent’s Goals for School Year 2017-2018

Superintendent Czapla discussed the 2017-2018 goals with the Board. He emphasized that his first year is about listening, learning, and getting to understand the needs of the district. Understanding the community is the first step in strategic planning. He would like to establish a strong, collaborative, and trusting relationship with the BOE as well as foster meaningful relations with staff and community via high visibility. He will work with the Director of Curriculum to evaluate and identify needs and professional development and, ultimately, effectively manage a budget.

11.0 COMMITTEE REPORTS

Minutes will be taken at all subcommittee meetings.

11.1. Budget – No report.

11.2. Curriculum – No report.

11.3. Policy – A. Kirkpatrick reported that the next meeting will be held on 9/25/17 at 6 p.m.

11.4. Salary & Negotiations – D. Palmer reported that the Administrators’ negotiations are coming up.

11.5. Planning – D. Palmer reported that projects need to be prioritized in order to maintain momentum. J. MacFeat is working on unquoted items.

11.6. Other Committees – None.

12.0 OTHER

Chairman Devlin reported that he has heard from several people regarding how pleased they are of Superintendent Czapla’s visibility. He quoted one teacher as describing Superintendent Czapla as a “rock star.” It has been meaningful to the teachers as well as the students. Superintendent Czapla would like to have a Student Advisory Committee at SHS.

13.0 ADJOURNMENT

It was MOVED (A. Kirkpatrick), SECONDED (S. Bollinger) to adjourn the BOE meeting at 8:23 p.m. PASSED 8-0.

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


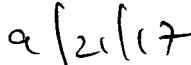
Report # 47943

Check Batch: 18102
 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:

 William B. Boutwell, Director of Business Services

18102	14120	09/25/2017	V52670	SYNCB/AMAZON	0.00	6,677.87
	14121	09/25/2017	V52306	AmeriPride Services, Inc	0.00	436.47
	14122	09/25/2017	V60064	Angeloni Refrigeration, Inc.	0.00	90.00
	14123	09/25/2017	V00884	Avery Septic Service	0.00	165.00
	14124	09/25/2017	V54166	Bell/Simons Co., The	0.00	1,293.63
	14125	09/25/2017	V61115	Ben Bronz Foundation, Inc	0.00	5,200.00
	14126	09/25/2017	M52866	CAPP USA	0.00	179.85
	14127	09/25/2017	V51942	CBS	0.00	860.00
	14128	09/25/2017	V54308	Gale/CENGAGE Learning	0.00	3,026.25
	14129	09/25/2017	V54308	Gale/CENGAGE Learning	0.00	2,181.82
	14130	09/25/2017	V54308	CENGAGE Learning	0.00	50.00
	14131	09/25/2017	V00204	CREC	0.00	14,395.50
	14132	09/25/2017	V60162	CT Pediatric Neuropsychology Associates	0.00	2,350.00
	14133	09/25/2017	V60416	DG Graphics	0.00	325.00
	14134	09/25/2017	V61371	Donnegan Systems, Inc	0.00	179.00
	14135	09/25/2017	V02359	Downes & Reader Hardwood	0.00	771.00
	14136	09/25/2017	V51849	East River Energy	0.00	443.33
	14137	09/25/2017	V00605	Electrical Wholesalers	0.00	144.00
	14138	09/25/2017	V52317	Ellington Board of Education	0.00	7,055.09
	14139	09/25/2017	V61230	ENGIE Resources	0.00	10,429.40

Somers Board of Education General Budget Treasury Warrant

Report # 47943

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	14140	09/25/2017	V00159	Eversource Energy	0.00	5,377.42
	14141	09/25/2017	V53186	Faronics Technologies USA, Inc	0.00	2,200.00
	14142	09/25/2017	V61369	John Bagioni	0.00	1,000.00
	14143	09/25/2017	V02186	Flinn Scientific, Inc.	0.00	177.80
	14144	09/25/2017	V61017	Frontier Communications	0.00	1,009.82
	14145	09/25/2017	V61015	Frontline Technologies Group, LLC	0.00	9,803.50
	14146	09/25/2017	V61236	Gateway Enterprise Corporation	0.00	2,325.00
	14147	09/25/2017	V54081	Graduate Pest Solutions, Inc.	0.00	166.00
	14148	09/25/2017	V00511	Grainger	0.00	388.68
	14149	09/25/2017	V61346	Halstead & Associates	0.00	360.00
	14150	09/25/2017	V00402	Hopkins Audiometer LLC	0.00	225.00
	14151	09/25/2017	V54063	HSABank	0.00	180.25
	14152	09/25/2017	V60043	IVEY Industries	0.00	459.38
	14153	09/25/2017	V02625	K & S Distributors	0.00	795.88
	14154	09/25/2017	V00665	Kelly-Fradet Lumber	0.00	11.98
	14155	09/25/2017	V20929	Kelvin LP	0.00	45.90
	14156	09/25/2017	V02898	MagnaKleen Services	0.00	100.33
	14157	09/25/2017	V21005	MSC Industrial Supply Co.	0.00	516.86
	14158	09/25/2017	V60097	Paxton/Patterson LLC	0.00	20.50
	14159	09/25/2017	V53849	NCS Pearson, Inc.	0.00	60.00
	14160	09/25/2017	V60568	Pediatric Services of America Inc	0.00	936.00
	14161	09/25/2017	V60876	Premier Agendas Inc	0.00	1,214.60
	14162	09/25/2017	V53356	ProCom Telecommunications Corp	0.00	205.00
	14163	09/25/2017	V53593	ReadyRefresh by Nestle	0.00	41.91
	14164	09/25/2017	V02610	Reliable Welding & Speed, LLC.	0.00	1,004.05
	14165	09/25/2017	V60002	Scholastic Library Publishing	0.00	704.00
	14166	09/25/2017	V01292	School Specialty, Inc.	0.00	298.76
	14167	09/25/2017	E00410	Shea, Jackie	0.00	750.00
	14168	09/25/2017	V51324	Sherwin-Williams Co., The	0.00	409.20
	14169	09/25/2017	V60911	SHI International Corp	0.00	2,460.00
	14170	09/25/2017	E00311	Smith, Cathleen	0.00	299.90
	14171	09/25/2017	V02404	Somers Ace Hardware	0.00	686.17
	14172	09/25/2017	V00886	Somers Lunch Program	0.00	549.16
	14173	09/25/2017	V01591	Town of Somers	0.00	1,431.46
	14174	09/25/2017	V60056	Supplyworks	0.00	158.28
	14175	09/25/2017	M02015	T. J. Conway Company	0.00	2,015.00
	14176	09/25/2017	V00290	Town of Enfield	0.00	9,125.00

Somers Board of Education General Budget Treasury Warrant

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	14177	09/25/2017	M53099	Tull Brothers, Inc.	0.00	864.05
	14178	09/25/2017	V53987	U.S. Bank Equipment Finance, Inc	0.00	2,284.80
	14179	09/25/2017	V21164	Unum Life Insurance Company of America	0.00	4,034.87
	14180	09/25/2017	V53413	W. B. Mason Co., Inc.	0.00	16.80
Totals:					0.00	\$110,966.52

61 Checks Listed.

Somers Board of Education General Journal Register

Report # 47942
Batch: 18077
Transaction: N/A
Show Summary Only: Yes

Batch # 18077	Control Total \$110,966.52	Status Posted	Created By Lbergamini	Created On 09/18/2017	Last Updated By Lbergamini	Last Updated On 09/21/2017
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General Ledger Distribution Summary						
Period, Fiscal Year	Account Number	Account Description	DTF Base	Over Budget	Debits	Credits
September, 2018						
Generated Distributions						
	10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			110,113.55	0.00
	10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	110,113.55
		Total Generated Distributions			\$110,113.55	\$110,113.55
User-Entered Distributions						
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	110,966.52
	10-100-2-2-28-220-641-01-5-00104	K-5 - SCIENCE TEXTBOOKS		Yes	3,634.57	0.00
	10-100-2-4-12-242-611-01-5-00183	HS - TECHNOLOGY ED SUPPLIES			2,358.31	0.00
	10-100-2-4-14-241-611-01-5-00159	HS - GENERAL SUPPLIES			77.59	0.00
	10-100-2-4-22-242-611-01-5-00195	HS - PHYSICAL ED SUPPLIES			298.76	0.00
	10-100-2-4-28-242-611-01-5-00206	HS - SCIENCE SUPPLIES			177.80	0.00
	10-100-8-5-66-910-730-04-5-00843	SW - CAPITAL OUTLAY TECHNOLOGY			4,779.81	0.00
	10-120-9-9-98-243-611-01-5-01002	SP ED - TESTING			60.00	0.00
	10-120-9-9-98-955-330-02-5-01117	SP ED-INDEPENDENT EVALUATIONS			2,350.00	0.00
	10-120-9-9-98-955-330-02-5-01142	SPED - CONSULTANT FEES			750.00	0.00
	10-120-9-9-98-955-330-02-5-01674	SP ED - CONTRACTED SERVICES			936.00	0.00
	10-213-3-5-48-421-730-02-5-01076	SW - HEALTH EQUIPMENT			225.00	0.00
	10-222-2-2-52-233-611-03-5-00144	K-5 - A.V. MATERIALS			0.00	0.00
	10-222-2-4-52-231-642-03-5-00139	HS - LIBRARY BOOKS			2,935.82	0.00
	10-222-2-4-52-233-611-03-5-00147	HS - A.V. MATERIALS			245.40	0.00
	10-222-2-5-14-233-611-03-5-00150	SW - COMPUTER SOFTWARE			4,660.00	0.00
	10-222-2-5-44-233-611-03-5-00149	SW - A.V. MATERIALS			75.96	0.00
	10-231-1-5-74-134-330-10-5-00045	B.O.E. - OTHER PROF. SERVICES			1,000.00	0.00
	10-231-1-5-74-134-690-10-5-00047	B.O.E. - SUPPLIES			4.95	0.00
	10-232-1-5-72-134-690-04-5-00031	CO - PETTY CASH			41.91	0.00
	10-232-1-5-72-251-580-05-5-00271	CO - TRAVEL/IN-SERVICE			844.11	0.00
	10-232-6-5-66-830-440-04-5-00525	CO - COPIER RENTAL			571.20	0.00
	10-232-6-5-66-830-440-04-5-01016	CO - COPIER SUPPLIES			104.00	0.00
	10-240-6-2-66-830-440-04-5-00523	K-5 - COPIER RENTAL			571.20	0.00
	10-240-6-2-66-830-440-04-5-00524	K-5 - COPIER SUPPLIES			214.00	0.00
	10-240-6-3-66-830-440-03-5-00527	MA - COPIER RENTAL			571.20	0.00

Somers Board of Education General Journal Register

Report # 47942

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
18077	\$110,966.52	Posted	Lbergamini	09/18/2017	Lbergamini	09/21/2017
		MA - COPIER SUPPLIES			542.00	0.00
		HS - COPIER RENTAL			571.20	0.00
		K-5 - FORMS & PRINTING			1,214.60	0.00
		MA - FORMS & PRINTING			325.00	0.00
		SW - COMMUNICATION SUPPLIES			205.00	0.00
		K-5 BUILDING REPAIRS			1,185.00	0.00
		K-5 - TELEPHONE			265.73	0.00
		MA - TELEPHONE			127.59	0.00
		HS - TECHNOLOGY ED MAINTENANCE			459.38	0.00
		HS - QUANTITY FOODS MAINT.			436.47	0.00
		HS - TELEPHONE			323.57	0.00
		CO - TELEPHONE		Yes	292.93	0.00
		SW - CUSTODIAL SUPPLIES			896.21	0.00
		SW - COMPUTER MAINTENANCE			907.59	0.00
		MA - BUILDING MAINTENANCE			2,411.73	0.00
		SW - THERMOSTAT/CONTROLS			179.85	0.00
		HS - BUILDING MAINTENANCE			4,253.89	0.00
		SW - GENERAL REPAIR			438.11	0.00
		SW - GENERAL PAINT			657.26	0.00
		SW - EXTERMINATING			166.00	0.00
		SW - ELECTRICAL SUPPLIES			144.00	0.00
		K-5 - ELECTRICITY			540.93	0.00
		MA - ELECTRICITY			4,204.85	0.00
		HS - ELECTRICITY			10,814.18	0.00
		MAINTENANCE - ELECTRICITY		Yes	246.86	0.00
		SW - SOFTWARE MAINT CONTRACTS			9,803.50	0.00
		BUS FUEL			1,155.19	0.00
		SW - GASOLINE SCHOOL VEHICLES			719.60	0.00
		L.T.D.			4,034.87	0.00
		SW - HEALTH SAVINGS ACCOUNT			180.25	0.00
		ENFIELD ADULT EDUCATION			9,125.00	0.00
		SPED - CREC RIVER STREET			14,395.50	0.00
		SP ED - TUITION			12,255.09	0.00
Total User-Entered Distributions					\$110,966.52	\$110,966.52
Total for September, 2018					\$221,080.07	\$221,080.07
Grand Total for Batch # 18077					\$221,080.07	\$221,080.07

Somers Board of Education General Journal Register

Report # 47942

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
18077	\$110,966.52	Posted	Lbergamini	09/18/2017	Lbergamini	09/21/2017

236 Transactions Listed.



Somers Board of Education Administrative Report

Title of Report: 2018 Board of Education Meeting Dates

Board Meeting Date: September 25, 2017

Action

Report

Information

Discussion

Submitted by: Brian P. Czapla, Superintendent

Executive Summary

Proposed Board of Education meeting dates for 2018.

Report

2018 Somers Board of Education Meeting Dates

Monday, January 8
Monday, January 22

Monday, July 9
Monday, August 27

Monday, February 12
Monday, February 26

Monday, September 10
Monday, September 24

Monday, March 12
Monday, March 26

Monday, October 15
Monday, October 29

Monday, April 23

Monday, November 12
Monday, November 26

Monday, May 14
Tuesday, May 29

Monday, December 10

Monday, June 11
Monday, June 25

A new mandated policy.....

Instruction

Alternative Education Programs

The Board endeavors to provide an educational program adjusted to the needs of the individual child within the financial means of the District. Grouping enables a more efficient use of staff in meeting these needs. Program adaptations provide another means of using staff efficiently and effectively to meet the needs of many children.

When the needs of special individuals or groups cannot be met through adaptation or independent study, the Superintendent of Schools shall investigate and propose to the Board for approval alternative programs and facilities, which are in compliance with Guidelines for Alternative Education Settings promulgated by the Connecticut State Department of Education

It shall be the responsibility of the Superintendent of Schools to identify alternative program opportunities to be made available to students at risk, to recommend such alternative programs to the Board for approval, and to familiarize students and parents/guardians with the availability of such alternative programs. The Superintendent shall, through cooperative efforts with other districts, schools, agencies and organizations, periodically recommend additional or modified alternative educational programs to the Board.

(cf. 6172.11 – Relations with Charter Schools)

(cf. 6172.12 – Magnet Schools)

(cf. 6172.2 – Remedial Instruction)

(cf. 6172.21 – Supplementary Services)

(cf. 6172.41 – Title I Program)

(cf. 6172.6 – Virtual/Online Courses)

Legal Reference Connecticut General Statutes

10-4p(b) Implementation plan to achieve resource equity and equality of opportunity. Assessment. Reports. (as amended by PA 15-133)

10-15 Towns to maintain schools.

10-16 Length of school year.

10-158a Cooperative arrangements among towns. School building projects. Student transportation.

10-220 Duties of boards of education (as amended by PA 15-133)

10-223h(c) Commissioner's network of schools. Turnaround committees. Operations and instructional audit. Turnaround plans. Report. (as amended by PA 15-133)

PA 15-133 An Act Concerning Alternative Education

(Revisions recommended by CABE 8/14/17: Compliance with new legislation)

Personnel -- Certified

Staff Development

"Staff development" is viewed by the Board of Education (Board) as a continuous systematic effort to improve educational programs in this school district through (1) staff involvement in organized program planning, implementation and evaluation efforts, and (2) activities to upgrade the skills, knowledge and ability of educators to improve student learning.

Each certified employee, ~~beginning July 1, 2013,~~ shall annually participate in a program of professional development, of not fewer than eighteen hours in length, of which a preponderance is in a small group or individual group setting. The professional development program shall:

1. be a comprehensive, sustained and intensive approach to improving teacher and administrator effectiveness in increasing student knowledge achievement;
2. focus on refining and improving various effective teaching methods that are shared between and among educators;
3. foster collective responsibility for improved student performance, and
4. be comprised of professional learning that is aligned with state student academic achievement standards, conducted at the school among educators and facilitated by principals, coaches, mentors and distinguished educators or other appropriate teachers, occurs frequently on an individual basis or among groups of teachers and includes a repository or best practices for teaching methods developed by educators within each school.

Staff development experiences, made available by the Board directly, or through a RESC, with another Board of Education or through a provider approved by the Commissioner, **shall be consistent with the goals identified by the Board.** ~~shall be guided by activities designed to:~~

- ~~improve the integration of reading instruction, literacy and numeracy enhancement and cultural awareness into instructional practice,~~
- ~~include strategies to improve English language learner instruction into instructional practice,~~
- ~~improve teacher and administrator practice based on general results and findings from teacher evaluations reported by the Superintendent or his/her designee,~~

- ~~be comprehensive, sustained, and intensive enough to improve teacher and administrator effectiveness in raising student performance,~~
- ~~be aligned with state student academic achievement standards,~~
- ~~foster collective responsibility for improved student performance.~~

Teachers must review curricular content, teaching methods and materials, educational philosophy and goals, social change and other topics related to education to enhance the capabilities of educators to improve student learning. The Board of Education recognizes that it shares with its certified staff responsibility for the upgrading and updating of teacher performance and attitudes. The Board of Education and teachers' organizations support the principle of continuing training of teachers and the improvement of instruction.

All employees shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

The Board, in order to determine its professional development program seeking the advice and assistance of teachers, shall establish a professional development committee, consisting of certified employees, including their union representatives, and other school personnel the Board deems appropriate. The duties of the committee shall include, but not be limited to, the development, evaluation and annual updating of a comprehensive local professional development plan, in fulfillment of the statutes, for certified employees of the District. Such plan shall (1) be directly related to the educational goals proposed by the Board pursuant to C.G.S. [10-220\(b\)](#), and (2) on or after July 1, 2012, be developed in full consideration of the priorities and needs related to student outcomes as determined by the State Board of Education.

Special effort shall be made to prepare teachers and other school personnel to meet the needs of students of diverse cultural and ethnic backgrounds. Planning and implementation of such programs shall be done cooperatively by administration, teachers and parent advisory groups. Special effort shall also be given to administrators and/or supervisors in training pursuant to their obligations in the evaluation of the teacher.

Staff development activities should respond directly to the educational needs of the student body, ~~including, (a) content areas such as language arts, including reading, writing, speaking, listening, viewing and enacting; math, social studies and science; (b) methodological areas such as motivation, teaching techniques, including the use of computers in the classroom and classroom management; and second language acquisition and (c) affective areas of interpersonal relations of students and faculty, student growth and development and staff communication, problem solving, and decision making.~~ The in-service program shall fulfill all applicable statutory requirements, especially those delineated in C.G.S. [10-220a](#) as amended.

Such in-service training program for certified staff shall provide information on

(1) the nature and the relationship of drugs and alcohol to health and personality development and procedures for discouraging their abuse,

(2) health and mental health risk reduction education that includes, but need not be limited to, the prevention of risk-taking behavior by children and the relationship of such behavior to substance

abuse, pregnancy, sexually transmitted diseases, including HIV-infection and AIDS, violence, teen dating violence, domestic violence and child abuse,

(3) school violence prevention, conflict resolution, the prevention of a response to youth suicide and the identification, prevention of and response to bullying,

(4) cardiopulmonary resuscitation and other emergency life-saving procedures,

(5) the requirements and obligations of a mandated reporter,

(6) the detection and recognition of, and evidence-based structured literacy interventions for, students with dyslexia, as defined in CGS 10-3d.

(7) awareness of human trafficking issues and how to accurately and promptly identify and report suspected human trafficking.

The Board will allow any paraprofessional or noncertified employee of the District to participate, on a voluntary basis, in any in-service training program provided to certified staff on those topics mandated per C.G.S. [10-220a](#), subsection (a).

~~The District, as required, will participate in compliance audits of the professional development program, conducted by the State Department of Education.~~

Professional Development Pertaining to Teacher Evaluation and Support Program

~~The Board, prior to implementing the teacher evaluation and support program contained within P.A. 12-116, An Act Concerning Educational Reform, but not later than July 1, 2014, shall provide training for all evaluators and orientation to all certified District employees relating to the provisions of such teacher evaluation and support program. Such training shall provide instruction to evaluators in how to conduct proper performance evaluations prior to the use of the new evaluation and support program. Such orientation shall be completed by all certified personnel, below the rank of Superintendent, before the certified employee receives an evaluation under the teacher evaluation and support program.~~

(cf. [4115](#) - Evaluation)

Legal Reference: Connecticut General Statutes

[10-27](#) Exchange of professional personnel and students.

[10-220a](#) In-service training. (amended by PA 04-227, PA 08-160, June 19 Special Session, Public Act No. 09-1 and PA 10-91 and PA 12-116, ~~An Act Concerning Educational Reform~~)

[10-153b](#) Selection of teachers' representatives

[10-226f](#) Coordinator of intergroup relations.

[10-226g](#) Intergroup relations training for teachers.

[10-145b](#) Teaching certificates (as amended by PA 01-173)

[10-151\(b\)](#) Employment of teachers. Definitions. Tenure, etc. (as amended by P.A. 12-116, An Act Concerning Educational Reform)

[PA 17-32 An Act Concerning Human Trafficking](#)

[PA 17-37 An Act Implementing the Recommendations of the Task Force on Professional Development and Inservice Training Requirements for Educators](#)

Policy adopted:

rev 3/00
rev 7/00
rev. 6/04
rev 7/08
rev 11/09
rev 6/10
rev 6/12
rev 9/13
rev 11/15

4131 Appendix

Connecticut General Statutes [10-220a](#) - In-service Training

A. Required In-service Topics for Certified Personnel

1. Nature and the relationships of drugs and alcohol to health and personality development and procedures for discouraging their abuse.
2. Health and mental health risk reduction education including, but not limited to the prevention of risk-taking behavior by children and the relationship of such behavior to substance abuse, pregnancy, sexually transmitted diseases, including HIV-infection and AIDS, violence, teen dating, domestic violence, child abuse and youth suicide.
- ~~3. Growth and development of exceptional children, including handicapped and gifted and talented children including but not limited to, children with attention deficit hyperactivity disorder or learning disabilities who may require special education, and methods for identifying, planning and working effectively with special needs children in a regular classroom, including, but not limited to, implementation of student individualized education programs.~~
- ~~3~~ 4. School violence prevention and conflict resolution and the prevention of and response to youth suicide and the identification and prevention of bullying and response to bullying, as defined in 10-222d, subsection (a) as amended.
- ~~5. Identification and prevention of bullying and response to bullying, as defined in [10-222d, subsection \(a\) as amended.](#) (Boards that implement an evidence-based model approach approved by the SDE are not required to provide in-service training on prevention of bullying.)~~
- ~~4~~ 6. Cardiopulmonary resuscitation and other emergency life saving procedures.
- ~~7. Computer and other information technology as applied to student learning and classroom instruction, communications and data management.~~
- ~~8. Teaching of the language arts, reading and reading readiness for teachers in grades kindergarten to three, inclusive.~~
- ~~5~~ 9. Requirements and obligations of a mandated reporter regarding reporting of child abuse and neglect.

6 10. Training in the evaluation of teachers for superintendents and those employees employed in positions requiring an intermediate administrator or supervisory certificate whose duties equal at least 50% of the assigned time. (15 hours every 5 years)

~~11. Training in the teacher evaluation and support program (not later than July 1, 2014) developed pursuant to subsection (b) of Connecticut General Statute 10-151b, as amended.~~

~~12. Certified staff with an endorsement in special education, holding a position requiring such endorsement shall have at least ten hours of training every five years in the implementation of student individualized education programs (IEPs) and the communication of individualized education program procedures to parents/guardians of students who require special education or related services.~~

7 13. Training in the detection and recognition of, and evidence-based structured literacy interventions for, students with dyslexia.

~~14. Training in cultural competency including instruction concerning awareness of students' background and experience that lead to the development of skills, knowledge and behaviors that enable educators and students to build positive relationships and work effectively in cross-cultural situations.~~

8. awareness of human trafficking issues and how to accurately and promptly identify and report suspected human trafficking.

Rationale for update: Updated weighting recommended by Curriculum committee

Students

Examination/Grading/Rating:

The Board of Education believes that students will respond more positively to the opportunity for success than to the threat of failure. It seeks, therefore, through performance objectives in its instructional program to make achievement both recognizable and possible for students.

Students enrolled in grades 3 through 8 inclusive and grade 10 or 11 shall annually take a mastery examination in reading, language arts and mathematics, during any month of the school year. (Currently administered during the last 12 weeks of the school year.) Each student enrolled in grade 5, 8, 10 or 11 shall annually, in March or April, take a state-wide mastery examination in science. Achievement of a satisfactory score on the mastery test shall not be required as the sole criterion for promotion or graduation. The State Board of Education shall approve the provision and administration of all mastery examinations.

Students with significant cognitive disabilities in grades 3 through 8 and 11 shall be assessed with the Connecticut Alternate Assessment.

A review of progress on a regular basis serves to promote the process of continuous evaluation of each student's performance and informs the student and his/her parents.

To promote a process of continuous evaluation for academic and personal effort and citizenship, students and parents will receive reports issued on a regular basis. Said reports will include, but not be limited to, rating scales, grades, portfolio reviews, results from formal and informal assessment instruments and individual teacher reports, either written or oral. When applicable, students will be evaluated against established criteria as developed by the staff and approved by the Board of Education. The purpose of the continuous evaluation process will be to:

- a. monitor student progress;
- b. provide a vehicle to involve parents in the academic and social development of the child; and
- c. promote a process whereby the school district can develop standards of high quality throughout the entire school program.

For purposes of determining class rank and grade point average, a weighting system will be used at the high school level. No weighting system will be implemented at the middle school or elementary school. The high school handbook and course of study will publish the system that will determine grade point average and class rank.

The following will serve as guidelines:

Grade	Numerical	I	II	III	IV
A+	100-97	13	14.5	16.0	17.5
A	96-93	12	13.5	15.0	16.5
A-	92-90	11	12.5	14.0	15.5
B+	89-87	10	11.5	13.0	14.5
B	86-83	9	10.5	12.0	13.5
B-	82-80	8	9.5	11.0	12.5
C+	79-77	7	8.5	10.0	11.5
C	76-73	6	7.5	9.0	10.5
C-	72-70	5	6.5	8.0	9.5
D+	69-67	4	5.5	7.0	8.5
D	66-63	3	4.5	6.0	7.5
D-	62-60	2	3.5	5.0	6.5
F	59 Below	0	0	0	0

Beginning with the 2017-2018 school year, the high school uses the following grading policy: Grade Point Average (GPA) is calculated using a 100 point weighted scale. This weighted GPA is used to determine honor roll status and class rank and is recorded on the student's official high school transcripts. Academic and College Preparatory courses will carry a 1.0 weighted factor. Honors level courses will carry a 1.1 weighted factor. AP and AP/ECE level courses will carry a 1.2 weighted factor. The student's numerical average on the 100 point scale will be multiplied by the designated weight factor in determining course grade point average. The grading scale will be as follows:

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79

C 73-76

C- 70-72

D+ 67-69

D 63-66

D- 60-62

F 0-59

INC INCOMPLETE

Students also receive a 1-4 rating for 21st century learning expectations, which include Reading, Communication, Problem Solving, Technology, Creative Expression, and Social and Civic Expectations. These marks will be recorded on a student's report card at the end of each quarter.

Legal Reference: Connecticut General Statutes

[10-14n](#) State-wide mastery examination (as amended by PA 13-207 and Section 115 of PA 14-217)

[10-14q](#) Exceptions. (Students to whom provisions do not apply.)

[10-221a](#) High school graduation requirements.

Adopted: December 27, 1979

Revised: May 9, 1994

November 22, 1999

May 26, 2015

NEW CONSTRUCTION

Indoor Air Quality

The Board of Education recognizes that the maintenance of acceptable temperature, relative humidity and adequate fresh air ventilation in school buildings is a primary objective in the creation and maintenance of an optimal learning environment.

Indoor Air Quality in Existing Facilities

The Superintendent or his/her designee shall implement an indoor air quality program that provides for ongoing maintenance and facility reviews, in accordance with all applicable state statutes, necessary for the maintenance and improvement of the indoor air quality of all District facilities.

The District shall report **biennially**, ~~annually~~, in a manner as required, to the Commissioner of Education on the condition of its facilities, its long range facilities program, ~~and~~ on its air quality program **and green cleaning program**.

Prior to January 1, 2008 and every five (5) years thereafter, for any District facility that has been constructed, extended, renovated or replaced on or after January 1, 2003, the Board of Education shall provide for a uniform inspection and evaluation program of indoor air quality within such buildings, such as the Environmental Protection Agency's Indoor Air Quality for Schools Program. **The results of the evaluation shall be made available for public inspection at a regularly scheduled Board of Education meeting and also posted on the District's website.**

The inspection and evaluation program shall include, but not be limited to, a review, inspection or evaluation of the following:

1. the heating, ventilating, and air conditioning (HVAC) systems;
2. radon levels in the air and water;
3. potential for exposure to microbiological airborne particles, including fungi, mold, and bacteria;
4. chemical compounds of concern to indoor air quality, including volatile organic compounds;
5. pest infestation, including insects and rodents;
6. pesticide usage;

7. the presence and plans for removal of certain hazardous substances identified under federal law;
8. ventilation systems;
9. plumbing, including water distribution systems, drainage systems, and fixtures;
10. moisture incursion (leaks) ;
11. the facilities' overall cleanliness;
12. building structural elements, including roofing, basements, and slabs;
13. the use of space, particularly in areas designed to be unoccupied; and
14. the provision of indoor air quality maintenance training for building staff.

Heating, ventilation, and air conditioning systems shall be maintained in accordance with the prevailing maintenance systems, such as Standard 62. The Board directs the Superintendent or his/her designee to ensure that such systems shall be operated continuously during the hours in which students or school personnel occupy school facilities except during periods of scheduled maintenance or emergency repairs or at other times when it can be demonstrated that the air supply system meets the Standards 62 requirements for air changes per hour.

Records shall be maintained on the maintenance of the District's heating, ventilation, and air conditioning systems for a period of not less than five years. Such records shall be available to the public upon request.

Indoor Air Quality in New or Renovated Facilities

In order to secure appropriate indoor air quality in District schools, the Board of Education believes that when new facilities are constructed and when existing facilities are renovated, the following requirements shall be specified to the architect or design professional responsible for the construction project:

1. Adhere to the requirements defining minimum air circulation contained in the State Building Code, which apply only when constructing new space.
2. The building/space meets or exceeds the ASHRAE (American Society of Heating, Ventilating and Air Conditioning Engineers) 62-1999 standard, "Ventilation for Acceptable Indoor Air Quality," which considers chemical, physical and biological contaminants that can effect air quality as referenced by the State Code adopted pursuant to C.G.S. [29-252](#).
3. Utilizing the ASHRAE 62-1999 standard, achieve a minimum ventilation rate per occupant of 15 cubic feet per minute (cfm) of outdoor air.

4. Design and placement of air handling equipment needs to be done in a manner where it is accessible to inspect and maintain the equipment; therefore mechanical rooms are desirable versus exposed rooftop units or units hung above suspended ceilings.
5. With increased air flow requirements, attention must be given to the potential of air velocity noise within ductwork.
6. Fresh air intakes must be located, whenever possible, away from all types of vents and exhausts on roofs.
7. Air intakes and ventilation windows must be sufficiently distant from bus loops and loading docks.
8. Radon mitigation systems to provide a vapor barrier and protection from under-slab humidity should be a part of new school construction.
9. Attention must be given to the selection of carpeting, carpet adhesives and synthetic materials which may emit odorous and irritating volatile organic vapors degrading indoor air quality.
10. Reduce the potential of moisture intrusion through appropriately designed pitched roofs wherever possible.
11. Consider the economic feasibility of achieving dehumidification through air conditioning.
12. Install temperature control systems, which monitor temperature and other factors helpful in monitoring and diagnosing heating, ventilating and air conditioning (HVAC) systems.
13. When renovating an occupied building provide for the mechanical control of airborne pollutants associated with the construction process.

Legal Reference: Connecticut General Statutes

[10-220](#) Duties of boards of education.

[10-231\(f\) Indoor air quality committees](#)

[10-282\(19\) Definitions](#)

[10-283 Applications for grants for school building projects](#)

[10-286 \(a\)\(9\) Computation of school building project grants](#)

[10-291](#) Approval of plans and site. Expense limit.

[10-292](#) Review of final plans by Commissioner of Education.

[10-231g](#) Green Cleaning Program at schools: Definitions, Implementation, Notice

[P.A. 03-220](#) An Act Concerning Indoor Air Quality in Schools.

P.A. 03-220 An Act Concerning Indoor Air Quality in Schools.

Adopted: November 10, 2003



Somers Board of Education Administrative Report

Title of Report: Health Services Reports

Board Meeting Date: September 25, 2017

Action Report Information Discussion

Submitted by: Cheryl Fry

Executive Summary

Health service report showing data collected for the 2016-17 school year.

Report

- There were approximately 12,000 student visits for illness/injury to the health offices at all three schools during the 2016-2017 school year.
- Medication administration visits throughout the year averaged 5000 for the three schools.
- Approximately 300 students each month are dismissed for health reasons.
- Approximately 100 visits were from staff members for the school year.

The majority of data was obtained from Mabelle B Avery Middle School and Somers Elementary School. Somers High School Health Office had difficulty submitting the full data required reporting that the office was busy and could not readily access the necessary information after numerous requests. Data was approximated based off what was supplied in two monthly reports.

- The majority of absences were due to Strep, upper respiratory infections, conjunctivitis and flu.
- Numerous visits daily are related to diabetes, asthma, and mental health.
- Counseling of students and families is a vital role of the health office and nursing care, this is to aid families in gaining access to medical and mental health services locally.
- Individual Emergency Medical Plans and Medical Plans are written for specific students with health concerns that impact their education.
- In addition, Nurses attend PPT and 504 meetings as necessary.



Somers Board of Education Administrative Report

- Health Screenings are completed for vision, hearing and scoliosis according to State of CT and BOE guidelines. Referrals are made if needed.
- Sports physicals and permission forms are processed at the middle and high school levels to ensure that athletes meet all required regulations and requirements. Approximately 500-600 permissions processed each year
- All students who enter the school district need to be processed by the appropriate health office to ensure compliance with state and BOE health requirements. Students leaving the district, have their health records follow them to accepting district.
- At the beginning of each year, the Nurses from the respective health office complete the training of staff in the use of rescue medications, such as EpiPens. In addition, there is training for basic first aid, Bloodborne pathogens, AED's and the Heimlich maneuver, and education on diabetes.
- Each year the food allergy policy is reviewed and all staff members are given the names of students with life threatening allergies. Parents are given the opportunity to meet with the nurses and school administration throughout the year if questions or changes arise regarding the allergy policy or their child's plan.
- Nutritional education/teachings done on an individual basis at all levels.
- Field trips require planning due to the many students with complex medical issues. At times, it is required for nursing staff to accompany these students on the trips. In addition, it requires an additional review of medications that are necessary for student health and safety.
- AED's are checked monthly to ensure proper functioning.
- Numerous state surveys are completed annually by the health offices at each school to supply data to Department Of Health and Education.
- The nurses in the district maintain the highest level of professionalism and attend applicable conferences and continuing education opportunities when they become available. This ensures they are current on trends and standards.

Goals / Recommendations

There is a need for the district to embark on a breakfast program. There are numerous students who come to school without eating breakfast. Breakfast is an integral part of maintaining all around health and can help maintain focus in the classroom. In addition, the selections available for lunch should be reconsidered in the future as there are numerous options, such as farm to table and salad bars, that could offer more healthful and health conscious choices for the students and staff.

Beginning next school year, the elementary nurses will be implementing an age appropriate one time educational program that includes proper hand washing technique and hygiene specifically for the elementary age group.