

**Board of Education Meeting**  
**Monday, May 14, 2018 7:00 PM**  
Board of Education Room, 4 Vision Boulevard, Somers, CT 06071

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. STUDENT/PARENT/STAFF RECOGNITION
  1. Dina Senecal  
The Board will give recognition to Dina Senecal, Assistant Principal at Somers Elementary School, and on August 13, 2018 she will become the Principal of Somers Elementary School.
4. APPROVAL OF MINUTES
  1. Draft Board of Education Minutes of April 23, 2018 3  
The Board is to review and approve/change the draft Board of Education Minutes of April 23, 2018.
5. AUDIENCE TO CITIZENS/STAFF/STUDENTS
6. CORRESPONDENCE
7. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS
8. CONSENT AGENDA
  1. Warrant of Bills on May 14, 2018 9  
The Board will review the Warrant of Bills of May 14, 2018.
  2. Retirement of Fran White, Paraeducator at SES, effective June 30, 2018  
Fran White, Paraeducator at Somers Elementary School, is retiring effective June 30, 2018. Fran started at Somers Elementary School in August 2005.
  3. Resignation of Kelly Flanagan, SES Nurse, effective May 15, 2018  
Kelly Flanagan, SES Nurse, handed in her resignation notice with May 15, 2018 being her last day.
  4. Resignation of Evan Woicik, SHS Paraeducator Job Coach, effective May 11, 2018  
Evan Woicik, Paraeducator Job Coach at Somers High School with the transition students, handed in his resignation with his last day being May 11, 2018.
  5. Resignation of Joyce Vaudreuil, MBA Special Education teacher, effective June 30, 2018  
Mrs. Joyce Vaudreuil, Special Education Teacher at MBA, has put in her letter of resignation for June 30, 2018.
9. NEW BUSINESS
10. OLD BUSINESS
11. ADMINISTRATIVE REPORTS
  1. Somers High School Independent Leadership Presentation  
Dan Clement, teacher at Somers High School, will present to the Board a report on the Independent Leadership.
  2. Special Education - Somers High School Program Evaluation and Specialized Programming  
Dr. Denise Messina will present the Board the following - Special Education Specialized Programming.
  3. Communication Plan for Somers Public Schools 17  
Superintendent will present to the Board the Somers Public Schools Communication Plan.
  4. Superintendent Update  
Superintendent will update the Board.
12. COMMITTEE REPORTS
  1. BUDGET
  2. CURRICULUM
  3. POLICY

4. SALARY & NEGOTIATION
5. PLANNING
6. OTHER COMMITTEES
13. OTHER
14. EXECUTIVE SESSION
  1. Security Updates

The Board will invite the Superintendent, Brian Czapla into Executive Session to discuss the Security Updates of Somers Public Schools.
15. ADJOURNMENT

## SOMERS BOARD OF EDUCATION MEETING

April 23, 2018

7:00 PM

Board of Education Room

### **Attendance Taken at 7:00 PM:**

**Present Board Members:** Jan Martin, Sarah Bollinger, Barbara Capuano, Bruce Devlin, Rick Lees, Jeremy Anderson, Kate McLellan, Anne Kirkpatrick

**Absent Board Members:** David Palmer

**Other Staff:** Bill Boutwell, Irene Zytka, Rob Wilson, Liz McCloskey, Cheryl Fry, Erin Scholes, Marika Kraus, Emily Galloway, Jim MacFeat, Jennifer Oliver, Mark Maciolek, Jessica Wolf

**Students:** Belle Camerota, Mya MacNaught, Faith Sarisley, Sam Barile, Fiona Cheyney,

**Others:** Ryan O'Toole, Michelle MacNaught, Megan Krementowski, Doris Castro, AnnMarie Campanelli, Tony Campanelli, Theresa Camerota, Ben Camerota, Elaine Hall, Steven Wolf

### **1. CALL TO ORDER**

The regular meeting of the Board of Education was called to order at 7:02 p.m. by Chairman Devlin in the Board of Education Meeting Room.

### **2. PLEDGE OF ALLEGIANCE**

### **3. STUDENT REPRESENTATIVES' REPORT**

The Somers High School students will update the Board of Education on events at the high school.

**Discussion:** F. Sarisley, SHS Student Representative, updated the Board on events at the high school. The senior class Variety Show occurred on Friday, 4/20/18, and had a great turnout. Juniors have SAT's on 4/24/18 while freshmen and sophomores have PSAT's. Juniors will be taking the NGSS test focusing on Science. The GSA will be holding a fundraiser at Sonny's on Thursday, 4/26/18, where a percentage of the profits will go towards the sophomore class.

### **4. AWARDS AND RECOGNITIONS**

#### **4.1. Board Recognition of Mr. Robert Hall a longtime volunteer.**

**Rationale:** Mr. Robert Hall has been volunteering at Somers Public Schools since 2004. From Sound and Lighting in all our events, to Music Boosters, he is always heavily involved in plays, music events and school events.

**Discussion:** The Board of Education recognized Mr. R. Hall, a Somers Public Schools Volunteer since 2004, for his countless hours of dedication and participation involving Somers Music Patrons; his heavy involvement with sound and lighting in plays, music events, and school events; and, fostering students' interest in show design. Mr. hall thanked the BOE for their support and

contributions to the students and community.

#### **4.2. Somers Elementary School's Technology Presentation**

**Rationale:** Mrs. Emily Galloway (Grade 1) and Mrs. Liz McCloskey (Grade 3) will give a technology presentation to the Board.

**Discussion:** Mrs. J. Oliver, SES Principal, introduced Ms. L. McCloskey, 3rd Grade Teacher, and Ms. E. Galloway, 1st Grade Teacher, to the BOE. Ms. McCloskey and B. Camerota, 3rd Grade student, discussed the ways in which they utilize technology in the classroom through the Raz-Kids, IXL, and Epic applications. Raz-Kids is a daily staple in Readers Workshop. The teacher may assign "just right" books individually or in guided reading groups. Students read their book, take a quiz, and feedback is sent to the teacher. Supplemental materials are also available. B. Camerota explained her "reading room" where her favorite books are poetry and non-fiction. Her assignments are given by her teacher, and the stars that she earns from reading books and taking quizzes help her build an online robot. IXL is an application used for math, language arts, science, and social studies. IXL skills align with the Common Core Standards and enable students to practice their skills independently. Feedback for teachers include trouble areas, progress, and improvement per student or as a class as a whole. Epic is a popular reading application among students based on students' reading interests versus academic readiness. Teachers are able to produce book collections and may "drop" these collections to the whole class, a small group, or an individual. Students and teachers have mailboxes in Epic which makes for a fun virtual interaction. Students mark their reviews on books for the teacher to view. Teachers may also interact and share their collections with other teachers. Ms. Galloway and M. MacNaught, 1st Grade student, discussed a piloted program, Seesaw, that is utilized in the classroom. This application provides an alternative way of assessing students' progress. This application enables students to create a portfolio via photos, video, drawings, and labels. M. MacNaught showed the BOE her video on "Word Collector Girl" where she spoke in the video providing a list of adjectives to describe her picture. Ms. Galloway showed a picture of an egg that is hatching in First Grade and how students label the parts of the egg through Seesaw. Students may use this application in math as well. Currently, this application is used only between students and teachers; however, the goal is to loop the parents in for next year so that they may also follow their child's progress.

### **5. APPROVAL OF MINUTES**

#### **5.1. Draft of March 26, 2018**

**Rationale:** The Board of Education will review and approve the Draft Minutes of March 26, 2018.

**Motion Passed:** Draft Minutes of March 26, 2018 passed with a motion by Barbara Capuano and a second by Jan Martin. (8-0)

#### **5.2. Draft of Minutes of Special Board Meeting on April 2, 2018**

**Rationale:** The Board of Education will review and approve the Draft Minutes of

the Special Board Meeting on April 2, 2018.

**Motion Passed:** Draft Minutes of the Special Board Meeting on 4/2/18 passed with a motion by Jan Martin and a second by Anne Kirkpatrick. (8-0)

## 6. AUDIENCE TO CITIZENS/STAFF/STUDENTS

## 7. CORRESPONDENCE

## 8. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS

## 9. CONSENT AGENDA

### 9.1. Warrant of April 9, 2018

**Rationale:** Warrant of Bills for April 9, 2018

**Motion Passed:** Warrant of Bills for 4/9/18 in the amount of \$334,482.72 passed with a motion by Jeremy Anderson and a second by Sarah Bollinger. (8-0)

### 9.2. Warrant of April 23, 2018

**Rationale:** The Warrant of April 23, 2018 for the Board's approval.

**Motion Passed:** Warrant of Bills for 4/23/18 in the amount of \$152,545.56 passed with a motion by Jeremy Anderson and a second by Sarah Bollinger. (8-0)

### 9.3. Childrearing Leave for SHS Counselor, Kelly Giannuzzi

**Rationale:** Mrs. Giannuzzi, Somers High School Counselor, is requesting a childrearing leave for the 2018-2019 school year returning for the 2019-2020 school year.

**Motion Passed:** Childrearing leave for K. Giannuzzi, SHS Counselor, for the 2018-2019 school year and to return for the 2019-2020 school year passed with a motion by Jeremy Anderson and a second by Sarah Bollinger. (8-0)

### 9.4. Maternity and Childrearing Leave for SHS English Teacher, Heather Jordan Connors

**Rationale:** Somers High School's English teacher, Mrs. Heather Jordan Connors is requesting a maternity and childrearing leave for the 1st semester of the 2018-2019 school year. She is expecting her child about August 25, 2018.

**Motion Passed:** Maternity and childrearing leave for H. Jordan Connors, SHS English Teacher, for the first semester of the 2018-2019 school year passed with a motion by Jeremy Anderson and a second by Sarah Bollinger. (8-0)

### 9.5. Retirement of Somers Elementary Principal, Jennifer Oliver

**Rationale:** Mrs. Jennifer Oliver has put in her retirement for June 30, 2018 after teaching and being an administrator for the last 32 years.

**Discussion:** Superintendent Czapla extended his gratitude to Mrs. J. Oliver and acknowledged her lengthy and successful career.

**Motion Passed:** Retirement of Mrs. J. Oliver, SES Principal, effective June 30, 2018 after teaching and being an administrator for the last 32 years passed with a motion by Jeremy Anderson and a second by Sarah Bollinger. (8-0)

### 9.6. Retirement of Somers Elementary Grade 5 teacher, Ms. Carolyn Stetson

**Rationale:** Ms. Carolyn Stetson, Grade 5 Teacher in Somers Elementary School has put in her retirement after teaching in Somers for 37 years.

**Motion Passed:** Retirement of Ms. C. Stetson, SES Grade 5 Teacher, after teaching in Somers for 37 years passed with a motion by Jeremy Anderson and a second by Sarah Bollinger. (8-0)

**9.7. Resignation of Michelle Levesque, Paraeducator Job Coach at Somers High School.**

**Rationale:** Mrs. Michelle Levesque, a Paraeducator Job Coach at Somers High School, is resigning on April 6, 2018.

**Motion Passed:** Resignation of M. Levesque, SHS Paraeducator Job Coach, effective 4/6/18 passed with a motion by Jeremy Anderson and a second by Sarah Bollinger. (8-0)

**9.8. Resignation of Takaya Owens, Social Worker at Mabelle B. Avery Middle School**

**Rationale:** Ms. Takaya Owens, Social Worker at Mabelle B. Avery Middle School, has handed in her resignation as of June 22, 2018.

**Motion Passed:** Resignation of T. Owens, MBA Social Worker, effective 6/22/18 passed with a motion by Jeremy Anderson and a second by Sarah Bollinger. (8-0)

**10. NEW BUSINESS**

**10.1. Board of Education Approval of 2018-2019 Open Choice Seats**

**Rationale:** Board of Education Approval of 2018-2019 Choice students - Annually we are required to review our availability of seats to expand the Choice Program.

**Motion Passed:** Motion to approve the 2018-2019 Open Choice Seats to include two additional seats for Kindergarten and 1st Grade passed with a motion by Barbara Capuano and a second by Kate McLellan. (8-0)

**10.2. Appointment of New Somers Elementary School Principal**

**Rationale:** Superintendent will talk about the appointment of the new Somers Elementary Principal.

**Discussion:** Superintendent Czapla discussed Mrs. D. Senecal's qualities and characteristics and recommended that the BOE appoint Mrs. D. Senecal as the new SES Principal starting the 2018-2019 school year.

**Motion Passed:** Motion to appoint Mrs. D. Senecal as the new SES Principal passed with a motion by Kate McLellan and a second by Sarah Bollinger. (8-0)

**11. OLD BUSINESS**

**11.1. Second Warning of Curriculum Proposal for Somers High School Honors Chorus**

**Rationale:** The Curriculum Committee has presented the above curricula to the Board for first warning and now is presenting second warning for adoption.

**Motion Passed:** Motion to approve the Curriculum Proposal for a Somers High School Honors Chorus passed with a motion by Kate McLellan and a second by Barbara Capuano. (8-0)

**11.2. Second Warning of Curriculum Proposal for Somers High School Honors**

**Band**

**Rationale:** The Curriculum Committee has presented the above curricula to the Board for first warning and now is presenting the second warning for adoption.

**Motion Passed:** Motion to approve the Curriculum Proposal for a Somers High School Honors Band passed with a motion by Jan Martin and a second by Kate McLellan. (8-0)

## 12. ADMINISTRATIVE REPORTS

### 12.1. School Wellness Committee Report

**Rationale:** Mrs. Cheryl Fry, MBA Nurse and Head Nurse will give the board a report from the School Wellness Committee.

**Discussion:** Mrs. C. Fry, Head Nurse and MBA Nurse, updated the BOE on a report from the School Wellness Committee. There have been approximately 18,000 student visits thus far for illness/injury this 2017-2018 school year. Approximately 300 students are dismissed each month for health reasons. Strep, upper respiratory infections, conjunctivitis, and flu accounted for the majority of absences. Most staff seen for health reasons were from SES. The flu epidemic was a challenge this year with 101 confirmed cases. Schools were cleaned and disinfected during the epidemic. Tissues, hand sanitizer, and disinfectant wipes were supplied to all classrooms. The nurses continue to write Individual Emergency Medical Plans and Medical Plans for students with existing medical issues. All AEDs were on a recall list this year. The manufacturer was contacted, and the machines are fine to use as long as the automatic daily self-test is done. The SES vision screening machine will be replaced after it broke down. SES nurses will be providing material for proper handwashing technique. New to the district this year was the addition of Narcan. Training has been done. The medication is to be administered nasally. There has not been a need to administer it this year. A self-defense class is tentatively scheduled in May for girls in the middle school and high school. Goals for the 2018-2019 school year include: embarking on a breakfast program; training staff on First Aid, AED, Heimlich, EpiPen, Bloodborne Pathogens, Diabetes Education via computer; implementing Girls on the Run, a program that instills confidence and provides support and camaraderie among girls culminating in a 5K race together; and, decorating two Buddy Benches at SES which is to promote kindness and friendship and to help those not feel excluded.

### 12.2. Somers Education Foundation Update (SEF)

**Rationale:** Superintendent will update the board on the grants the Somers Education Foundation has issued this spring.

**Discussion:** Superintendent Czapla provided a list of SEF Spring 2018 ED Grants for the BOE. He stated that Somers is extremely fortunate to have such a generous foundation and is very appreciative of SEF as well as teachers who put in the research to assimilate material(s) and implement them in classrooms.

**12.3. Superintendent Update**

**Rationale:** Superintendent will update the Board on current issues.

**Discussion:** Nothing to report at this time.

**13. COMMITTEE REPORTS**

**13.1. BUDGET**

**Discussion:** Superintendent Czapla reported that the Town Meeting will be held on 5/1/18 at 7 p.m. at the Town Hall, and the Referendum is scheduled for 5/8/18.

**13.2. CURRICULUM**

**Discussion:** No report.

**13.3. POLICY**

**Discussion:** A. Kirkpatrick reported that BOE members received a packet. The next meeting will be held on 5/29/18 at 6 p.m.

**13.4. SALARY & NEGOTIATION**

**Discussion:** Superintendent Czapla reported that next SESA negotiations will be held on 5/2/18. General wage increases for non-certified staff will be discussed in the near future.

**13.5. PLANNING**

**Discussion:** Superintendent Czapla reported that the next meeting is scheduled on 5/14/18 at 6 p.m. The Energy Efficiency Retrofitting Project will be presented to the Board in the future.

**13.6. OTHER COMMITTEES**

**Discussion:** None.

**14. OTHER**

**Discussion:** A. Kirkpatrick recommended discussing the possibility of having a BOE member act as a representative for CREC to attend monthly CREC meetings. This is to be discussed at the next BOE meeting.

**15. ADJOURNMENT**

**Motion Passed:** Adjournment at 8:12 p.m. passed with a motion by Jan Martin and a second by Sarah Bollinger. (8-0)

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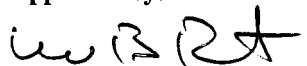
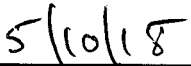
Rick Lees, Board of Education Secretary      Date

Shannin Burns, Board of Education Recording Secretary

# Somers Board of Education General Budget Treasury Warrant

Report # 51812

Check Batch: 19976  
 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
				<b>Approved by:</b>  William B. Boutwell, Director of Business Services		
				<b>Date:</b> 		
19976	15020	05/14/2018	V61242	Academic Theraphy Publications	0.00	657.91
	15021	05/14/2018	V02129	Alarm New England LLC	0.00	11,200.00
	15022	05/14/2018	V60790	Alternative Access Assistive Technology	0.00	140.00
	15023	05/14/2018	V52670	SYNCB/AMAZON	0.00	11,614.45
	15026	05/14/2018	V52306	AmeriPride Services, Inc	0.00	580.98
	15027	05/14/2018	V60041	Anthem BCBS	0.00	175,155.44
	15028	05/14/2018	V60040	Anthem Life Insurance Company	0.00	2,286.30
	15029	05/14/2018	V02141	Apple Inc.	0.00	8,697.00
	15030	05/14/2018	V61421	ASHA Store	0.00	571.00
	15031	05/14/2018	V61427	Atlas Door Systems	0.00	1,320.00
	15032	05/14/2018	V61093	Bad Ass Tools LLC	0.00	13,500.00
	15033	05/14/2018	V61115	Ben Bronz Foundation, Inc	0.00	5,200.00
	15034	05/14/2018	V02406	Billings Sports, Inc.	0.00	124.80
	15035	05/14/2018	V60362	Booksource Inc., The	0.00	395.82
	15036	05/14/2018	E00576	Carroll, Daniel	0.00	80.00
	15037	05/14/2018	V02198	The Connecticut Water Company	0.00	1,901.22
	15038	05/14/2018	V60982	Creative Interventions, LLC	0.00	495.00
	15039	05/14/2018	V00204	CREC	0.00	14,445.50
	15040	05/14/2018	V00231	D&D Printing and Advertising Specialties	0.00	690.00
	15041	05/14/2018	V60709	DBS Financial Services LLC	0.00	2,492.56

## Somers Board of Education General Budget Treasury Warrant

Report # 51812

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	15042	05/14/2018	V00236	Demco, Inc.	0.00	64.04
	15043	05/14/2018	V60416	DG Graphics	0.00	200.00
	15044	05/14/2018	E00098	Dunn, Ines	0.00	73.80
	15045	05/14/2018	V51849	East River Energy	0.00	28,841.48
	15046	05/14/2018	V60032	Eastfield Glass Co., Inc.	0.00	375.00
	15047	05/14/2018	V60240	edHelper	0.00	69.97
	15048	05/14/2018	V00605	Electrical Wholesalers	0.00	469.89
	15049	05/14/2018	V60185	Ellington Agway Power Equipment	0.00	239.88
	15050	05/14/2018	V52317	Ellington Board of Education	0.00	7,046.83
	15051	05/14/2018	V53634	Enfield Public Schools	0.00	100.00
	15052	05/14/2018	V00159	Eversource Energy	0.00	16,194.64
	15053	05/14/2018	V54168	First Student, Inc	0.00	71,511.12
	15054	05/14/2018	V00313	Flaghouse Inc.	0.00	183.15
	15055	05/14/2018	V60968	Fletcher Sewer & Drain, Inc	0.00	140.00
	15056	05/14/2018	V02186	Flinn Scientific, Inc.	0.00	1,144.44
	15057	05/14/2018	V53493	The Floor Connection	0.00	150.00
	15058	05/14/2018	V60951	Follett School Solutions, Inc	0.00	309.63
	15059	05/14/2018	V61017	Frontier Communications	0.00	46.22
	15060	05/14/2018	E00779	Fry, Cheryl	0.00	108.79
	15061	05/14/2018	V01830	Gerry's Music Shop, Inc.	0.00	3,858.90
	15062	05/14/2018	V60920	Global Equipment Company	0.00	631.80
	15063	05/14/2018	V61324	Global Site Services	0.00	187.50
	15064	05/14/2018	V54081	Graduate Pest Solutions, Inc.	0.00	435.00
	15065	05/14/2018	V00511	Grainger	0.00	7,226.30
	15066	05/14/2018	V60852	Grassmere Country Club	0.00	1,925.00
	15067	05/14/2018	V53439	Group Dynamic	0.00	27.75
	15068	05/14/2018	V51232	Hartford Hospital-Grace Webb School	0.00	5,256.00
	15069	05/14/2018	V53228	Herff Jones Inc.	0.00	60.24
	15070	05/14/2018	V21177	Home Depot CRC	0.00	101.68
	15071	05/14/2018	V61224	Infobase Learning	0.00	311.25
	15072	05/14/2018	V60043	IVEY Industries	0.00	182.87
	15073	05/14/2018	V00999	J.W. Pepper & Son, Inc.	0.00	746.64
	15074	05/14/2018	V02625	K & S Distributors	0.00	785.43
	15075	05/14/2018	V00665	Kelly-Fradet Lumber	0.00	264.05
	15076	05/14/2018	E00173	Kinelski, Jessica	0.00	54.24
	15077	05/14/2018	E00731	Krevolin, Clay	0.00	109.83
	15078	05/14/2018	V61398	Lacrosse Balls Direct	0.00	154.00

# Somers Board of Education General Budget Treasury Warrant

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	15079	05/14/2018	V01777	Lakeshore Learning	0.00	229.94
	15080	05/14/2018	E00206	MacFeat, James	0.00	147.00
	15081	05/14/2018	V61050	Mackin Educational Resources	0.00	815.24
	15082	05/14/2018	V60094	MassMutual	0.00	60,000.00
	15083	05/14/2018	V01370	McGraw-Hill School Education Holdings, L	0.00	1,535.69
	15084	05/14/2018	V61422	Megasys International, Inc	0.00	218.25
	15085	05/14/2018	E00690	Messina, Denise	0.00	315.28
	15086	05/14/2018	E00227	Mezger, Carlos	0.00	124.80
	15087	05/14/2018	V54159	Vernon Printing Co, Inc.	0.00	336.57
	15088	05/14/2018	V21005	MSC Industrial Supply Co.	0.00	493.00
	15089	05/14/2018	V01013	NASCO Fort Atkinson	0.00	1,333.34
	15090	05/14/2018	V60486	Northern Nurseries, Inc.	0.00	693.00
	15091	05/14/2018	V60983	OMNI Group, The	0.00	24.00
	15092	05/14/2018	V60679	PBS Distribution	0.00	21.26
	15093	05/14/2018	V53849	NCS Pearson, Inc.	0.00	843.34
	15094	05/14/2018	V60568	Pediatric Services of America Inc	0.00	3,852.00
	15095	05/14/2018	V60068	Pro-Ed, Inc.	0.00	1,090.10
	15096	05/14/2018	V60864	Pullman & Comley, LLC	0.00	11,594.40
	15097	05/14/2018	V60925	ReadyNurse Staffing Services	0.00	3,780.00
	15098	05/14/2018	V53593	ReadyRefresh by Nestle	0.00	50.90
	15099	05/14/2018	V52074	Really Good Stuff, Inc.	0.00	726.33
	15100	05/14/2018	E00280	Reilly, Lisa	0.00	167.50
	15101	05/14/2018	V02610	Reliable Welding & Speed, LLC.	0.00	310.00
	15102	05/14/2018	V52476	River Valley Lawn Care LLC	0.00	875.19
	15103	05/14/2018	V52775	Rochester 100 Inc.	0.00	137.50
	15104	05/14/2018	V61425	SafeSportNet	0.00	1,625.00
	15105	05/14/2018	V00615	Scholastic	0.00	45.52
	15106	05/14/2018	V01292	School Specialty, Inc.	0.00	1,339.59
	15107	05/14/2018	E00301	Senecal, Dina	0.00	73.44
	15108	05/14/2018	V61328	Service Press	0.00	759.13
	15109	05/14/2018	V60979	Shanahan, Jim	0.00	300.00
	15110	05/14/2018	V02325	Sheffield Pottery, Inc.	0.00	357.00
	15111	05/14/2018	V51324	Sherwin-Williams Co., The	0.00	167.55
	15112	05/14/2018	V60911	SHI International Corp	0.00	251.50
	15113	05/14/2018	V61387	Shipman & Goodman, LLP	0.00	9,382.00
	15114	05/14/2018	V00486	Somers High School	0.00	150.00
	15115	05/14/2018	V60616	Somers Public Schools	0.00	17,031.63

# Somers Board of Education General Budget Treasury Warrant

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	15116	05/14/2018	V00548	Somers Sanitation Service, Inc.	0.00	1,189.70
	15117	05/14/2018	V01591	Town of Somers	0.00	5,571.01
	15118	05/14/2018	V02183	Super Duper Publications	0.00	99.86
	15119	05/14/2018	V01307	Teacher's Discovery	0.00	138.53
	15120	05/14/2018	V51174	Therapro, Inc.	0.00	65.78
	15121	05/14/2018	V01000	Town of Somers BOE	0.00	54,073.97
	15122	05/14/2018	V60356	TPC Associates, Inc	0.00	820.00
	15123	05/14/2018	M53099	Tull Brothers, Inc.	0.00	1,536.25
	15124	05/14/2018	V53987	U.S. Bank Equipment Finance, Inc	0.00	2,150.80
	15125	05/14/2018	V02758	University of Saint Joseph	0.00	5,965.00
	15126	05/14/2018	V00051	USPS	0.00	150.00
	15127	05/14/2018	V61140	Van Pool Transportation LLC	0.00	2,950.00
	15128	05/14/2018	V54059	Verizon Wireless	0.00	634.11
	15129	05/14/2018	V61360	Vinny Loughlin Sr LLC	0.00	219.00
	15130	05/14/2018	V53413	W. B. Mason Co., Inc.	0.00	5,616.15
	15131	05/14/2018	V52399	W.R. Robinson Lumber	0.00	92.00
	15132	05/14/2018	V61410	Cardmember Service	0.00	305.92
	15133	05/14/2018	V01752	Western Psychological Services	0.00	2,420.00
<b>Totals:</b>					0.00	\$606,330.41

112 Checks Listed.

# Somers Board of Education General Journal Register

Report # 51811  
Batch: 19916  
Transaction: N/A  
Show Summary Only: Yes

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
19916	\$606,330.41	Posted	Lbergamini	05/01/2018	Lbergamini	05/10/2018

General Ledger Distribution Summary							
Period, Fiscal Year	Account Number	Account Description	DTF Base	Over Budget	Debits	Credits	
<b>May, 2018</b>							
<b>Generated Distributions</b>							
	10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			536,590.39	0.00	
	10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	536,590.39	
					Total Generated Distributions	<b>\$536,590.39</b>	<b>\$536,590.39</b>
<b>User-Entered Distributions</b>							
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			108.07	0.00	
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	606,438.48	
	10-100-2-2-00-242-611-01-5-01182	K-5 FOURTH GRADE SUPPLIES			74.83	0.00	
	10-100-2-2-02-242-611-01-5-00161	K-5 - ART SUPPLIES		Yes	1,093.47	0.00	
	10-100-2-2-14-241-611-01-5-00155	K-5 - GENERAL SUPPLIES			3,726.45	0.00	
	10-100-2-2-14-242-611-01-5-00652	K-5 - KINDERGARTEN SUPPLIES			137.50	0.00	
	10-100-2-2-16-242-611-01-5-00722	K-5 - LANGUAGE ARTS SUPPLIES			516.86	0.00	
	10-100-2-2-18-242-611-01-5-00187	K-5 - MATH SUPPLIES		Yes	835.28	0.00	
	10-100-2-2-20-242-611-01-5-00169	K-5 - MUSIC SUPPLIES		Yes	2,599.27	0.00	
	10-100-2-2-28-242-611-01-5-00202	K-5 - SCIENCE/HEALTH SUPPLIES			493.01	0.00	
	10-100-2-2-30-242-611-01-5-00208	K-5 - SOCIAL STUDIES SUPPLIES			472.80	0.00	
	10-100-2-2-52-242-611-01-5-01676	K-5 - MEDIA SUPPLIES			110.21	0.00	
	10-100-2-3-12-242-611-01-5-00182	MA - TECHNOLOGY ED SUPPLIES			210.11	0.00	
	10-100-2-3-14-241-611-01-5-00157	MA - GENERAL SUPPLIES			60.26	0.00	
	10-100-2-3-16-242-611-01-5-00184	MA - LANGUAGE ARTS SUPPLIES			656.98	0.00	
	10-100-2-3-18-242-611-01-5-00189	MA - MATH SUPPLIES			516.85	0.00	
	10-100-2-3-20-220-641-01-5-01579	SW - MUSIC			440.17	0.00	
	10-100-2-3-20-242-611-01-5-00172	MA - MUSIC SUPPLIES			1,753.20	0.00	
	10-100-2-3-22-242-611-01-5-00194	MA - PHYSICAL ED SUPPLIES			334.73	0.00	
	10-100-2-3-27-242-611-01-5-01682	MA - REMEDIAL READING SUPPLIES			45.52	0.00	
	10-100-2-3-28-242-611-01-5-00204	MA - SCIENCE SUPPLIES		Yes	1,277.67	0.00	
	10-100-2-4-08-242-611-01-5-00175	HS - FOREIGN LANGUAGE SUPPLIES			138.53	0.00	
	10-100-2-4-08-243-611-01-5-01581	HS - WORLD LANGUAGE		Yes	198.60	0.00	
	10-100-2-4-12-242-611-01-5-00183	HS - TECHNOLOGY ED SUPPLIES		Yes	0.00	58.47	
	10-100-2-4-14-241-611-01-5-00159	HS - GENERAL SUPPLIES			504.38	0.00	
	10-100-2-4-18-220-641-01-5-00127	HS - MATH TEXTBOOKS			1,535.69	0.00	



# Somers Board of Education General Journal Register

Report # 51811

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
19916	\$606,330.41	Posted	Lbergamini	05/01/2018	Lbergamini	05/10/2018
		CO - OFFICE SUPPLIES			99.00	0.00
		CO - COPIER RENTAL			537.70	0.00
		K-5 - OFFICE SUPPLIES			1,729.80	0.00
		HS - POSTAGE	Yes		150.00	0.00
		HS - OFFICE SUPPLIES			194.12	0.00
		K-5 - COPIER RENTAL			537.70	0.00
		MA - COPIER RENTAL			537.70	0.00
		HS - COPIER RENTAL			537.70	0.00
		HS - GRADUATION			60.24	0.00
		K-5 - FORMS & PRINTING			759.13	0.00
		CO - FORMS & PRINTING			850.00	0.00
		K-5 BUILDING REPAIRS			14,318.20	0.00
		K-5 BUILDING REPAIRS			0.00	49.60
		K-5 - TELEPHONE			148.60	0.00
		MA - BAND MAINTENANCE			497.80	0.00
		MA - SCIENCE MAINTENANCE	Yes		120.00	0.00
		MA - TELEPHONE			112.38	0.00
		HS - ART MAINTENANCE	Yes		357.00	0.00
		HS - TECHNOLOGY ED MAINTENANCE			1,135.87	0.00
		HS - MUSIC MAINTENANCE			400.00	0.00
		HS - QUANTITY FOODS MAINT.	Yes		580.98	0.00
		HS - TELEPHONE			103.37	0.00
		CO - TELEPHONE	Yes		462.98	0.00
		SW - CUSTODIAL SUPPLIES	Yes		7,644.23	0.00
		SW - COMPUTER MAINTENANCE			4,854.67	0.00
		MA - BUILDING MAINTENANCE	Yes		960.00	0.00
		HS - BUILDING MAINTENANCE	Yes		2,924.48	0.00
		SW - EQUIPMENT REPAIR			215.18	0.00
		SW - GROUNDS KEEP			1,568.19	0.00
		SW - RUBBISH REMOVAL	Yes		1,189.70	0.00
		SW - TOOL SUPPLY			40.34	0.00
		SW - GENERAL REPAIR	Yes		38.00	0.00
		SW - GENERAL PAINT	Yes		167.55	0.00
		SW - EXTERMINATING			435.00	0.00
		MAINT. - BUILDING MAINTENANCE	Yes		1,320.00	0.00
		SW - ELECTRICAL SUPPLIES			469.89	0.00
		SW - SECURITY	Yes		11,200.00	0.00
		K-5 - FUEL #2			12,756.38	0.00

## Somers Board of Education General Journal Register

Report # 51811

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
19916	\$606,330.41	Posted	Lbergamini	05/01/2018	Lbergamini	05/10/2018
		HS - FUEL #2		Yes	16,085.10	0.00
		K-5 - ELECTRICITY			5,729.64	0.00
		MA - ELECTRICITY			18,156.41	0.00
		HS - ELECTRICITY			11,582.36	0.00
		MAINTENANCE - ELECTRICITY			250.42	0.00
		SW - WATER			1,901.22	0.00
		TRANSPORTATION - ELEMENTARY			23,183.83	0.00
		TRANSPORTATION - SECONDARY			27,848.45	0.00
		BUS FUEL			5,415.30	0.00
		SP ED - TRANSPORTATION AIDE			1,890.00	0.00
		SP ED - VANS			18,588.84	0.00
		SP ED - ADDITIONAL MILEAGE		Yes	2,950.00	0.00
		SW - GASOLINE SCHOOL VEHICLES			155.71	0.00
		SW - FLEXIBLE SPENDING ACCT			27.75	0.00
		DENTAL			52,896.85	0.00
		LIFE AND AD&D INSURANCE			2,286.30	0.00
		PENSION		Yes	60,000.00	0.00
		SW - HEALTH SAVINGS ACCOUNT			176,332.56	0.00
		HS - CO-OP SPORTS			2,025.00	0.00
		HS - ATHLETIC SUPPLIES			1,819.00	0.00
		HS - ATHLETIC UNIFORMS			124.80	0.00
		SPED - CREC RIVER STREET			14,395.50	0.00
		SP ED - TUITION			23,467.83	0.00
					<u>Total User-Entered Distributions</u>	<u>\$606,546.55</u>
					<u>Total for May, 2018</u>	<u>\$1,143,136.94</u>
					<b>Grand Total for Batch # 19916</b>	<b><u>\$1,143,136.94</u></b>

496 Transactions Listed.



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# COMMUNICATIONS PLAN

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April 2018

**BOARD OF EDUCATION**

Bruce Devlin, Chairman  
David Palmer, Vice Chairman  
Rick Lees, Secretary  
Jeremy Anderson  
Barbara Capuano  
Anne Kirkpatrick  
Jan Martin  
Kate McLellan  
Sarah Moynihan Bollinger

**ADMINISTRATION**

Central Office

Brian P. Czapla, Superintendent  
William Boutwell, Business Manager  
Jim MacFeat, Supervisor of Buildings and Grounds  
Denise Messina, Director of Pupil Services  
Rob Wilson, Director of Technology  
Irene Zytka, Director of Curriculum and Instruction

Somers Elementary School

Jennifer Oliver, Principal  
Dina Senecal, Asst. Principal

Mabelle B. Avery School

Clay Krevolin, Principal  
Rob Kapner, Asst. Principal

Somers High School

Gary Cotzin, Principal  
Dan Carroll, Asst. Principal

## Overview

The Somers Public Schools is committed to providing students with the best possible learning environments and opportunities. To achieve this, we must consider a multi-tiered approach to education. Included in this approach is the need to establish and maintain open and efficient communications. The public must understand the school system's story in order to support our educational programming.

## Principles

This plan was developed to assure:

1. All communications support the school system's goals
2. Two-way communications with all Somers constituents
3. The school district's "story" is accurately told
4. Transparency in school district operations

## Audiences

### External

- Businesses
- First responders
- Legislators
- Media
- Parents
- Parent/Teacher Organizations
- Realtors
- Religious leaders
- Senior Citizens
- Somers Education Foundation
- Somers municipal governing bodies
- Somers town agencies
- Surrounding school systems
- Taxpayers

### Internal

- Administrators
- Board of Education
- Non-certified staff
- Students
- Support staff
- Teachers

**Goals, Objectives, and Strategies**

**I. Community**

Facilitate meaningful and open communications with the Somers community.

<u>Objectives</u>	<u>Strategies</u>
A. Build connections with community members	1. Superintendent Blog to answer questions and update community
B. Facilitate two-way communication	2. Utilize social media to promote school system
C. Facilitate community and BOE engagement opportunities	3. Revamp Campus View structure, content, and frequency
D. Responsibly utilize a variety of media	4. Participate in community forums where appropriate  5. Invite public to special events  6. Increase visibility at schools and community events  7. Host “town-hall” events or forums when appropriate  8. Meet with Somers Education Foundation monthly or when appropriate

**II. Student / Parents**

Facilitate meaningful and open communications with the Somers Public Schools students and parents.

<u>Objectives</u>	<u>Strategies</u>
A. Develop meaningful communications with parents and students to assure their voices are heard	1. Superintendent Blog to answer questions and update community 2. Parent notification system
B. Increase recognition of parents and students internally and externally for their accomplishments	3. Student reporting at BOE meetings 4. Focus groups organized as appropriate
C. Responsibly distribute school information to students and parents	5. Inclusion in the strategic planning process 6. Recognize outstanding parents and students at BOE meetings 7. Attend PTO meetings regularly to provide updates 8. Expand use of social media 9. Develop uniform newsletter schedule from schools. 10. Increase visibility at school and community events 11. Increase access and use of PowerSchool 12. Establish anonymous student reporting system

**III. Media**

Establish and maintain collegial relationships with media outlets to enhance school district's image.

<u>Objectives</u>	<u>Strategies</u>
A. Partner with media to promote positive stories in Somers Public Schools	1. Press-releases, briefings and photo opportunities
B. Establish and expand professional relations with the media	2. Letters to the editor of local papers
	3. Establish monthly article for local media

**IV. Staff**

Enhance communications with staff making information acquisition and dissemination more frequent, efficient, and uniform.

<u>Objectives</u>	<u>Strategies</u>
A. Increase staff communication skills	1. Develop new employee induction program and introduction video
B. Provide necessary, resources and professional development	2. Use email to communicate with staff frequently on school and community issues
C. Utilize effective communications strategies to develop trusting relationships	3. Superintendent to attend staff meetings to address concerns and answer questions
D. Streamline administrative and communications processes	4. Recognize employees for their accomplishments and contributions at BOE meetings, Campus View and via parent notification system  5. Expand use of parent notification system to the teachers  6. Integrate business systems and technology to streamline administrative tasks  7. Develop communications in-service workshops.

**V. Crisis Communications**

Develop crisis communication plans to inform parents, students and a community in an effective and efficient manner.

<u>Objectives</u>	<u>Strategies</u>
A. Develop detailed crisis management plans	1. Crisis management and communications training and ongoing professional development
B. Provide timely and accurate information to internal and external audiences	2. Post reunification sites and procedures for parents
C. Develop pre-determined chain of command and incident commanders	3. Frequently update demographic information
D. Partner with media to provide accurate and timely information	4. Utilize social media
	5. Update website to have a dedicated crisis management section
	6. Update All Hazards Plan and sub-plans annually
	7. Review all crisis team plans and protocols with staff annually
	8. Establish media protocols for emergency incidents
	9. Consult and include local emergency management officials in planning
	10. Identify, acquire and utilize internal communications tools and resources

## **Protocols**

### **Outside Organization Information Dissemination**

Any outside agency that wishes to have a flyer sent home via the parent communications system must get the approval of the Superintendent and generally meet the following criteria:

1. Must not contradict the Somers Public School mission, values or policies
2. Must have a direct benefit for the students of Somers Public Schools
3. Must be a non-profit entity
4. Other as determined by the Superintendent

All outside agency distributions will be emailed (pending approval of the Superintendent) every Friday. They will be grouped together as one email.

Individual parents cannot utilize the parent communications system for dissemination of information.

### **School Newsletters**

Each school will send home newsletters via the parent notification system on the first Monday of the month (October-June).

The back to school newsletter will be email home via the parent notification system the first week after Labor Day.






### **Board of Education Meetings**

- Student/Parent/Staff Recognition – 1<sup>st</sup> meeting of the month
- High School Student Report – 2<sup>nd</sup> meeting of the month

### **Campus View**

- October – Welcome back to School Edition
- March – Budget Edition
- June – End of the School Year Edition

## Communications Matrix

Type of Information	 Website	 Email	 Phone Call	 Text Message	 Social Media
General Info	✓	✓		✓	
Emergency	✓	✓	✓	✓	✓
Early Dismissal	✓	✓	✓	✓	✓
Delayed Opening	✓	✓		✓	
School Closures (weather related)	✓	✓		✓	✓
Forms	✓				
Promotional (non-school)		✓			

*Note: the above matrix is a guide. Every effort will be made to adhere to this guide. Circumstance may dictate deviations.*

## **Sources and References**

**Excelsior Springs School District Communications Plan 2016-2017**

[http://www.essd40.com/UserFiles/Servers/Server\\_663380/File/ESSD%20COMMUNICATIONS%20PLAN.pdf](http://www.essd40.com/UserFiles/Servers/Server_663380/File/ESSD%20COMMUNICATIONS%20PLAN.pdf)

**Framework for Effective Communications 2013-2016**

Glastonbury Public Schools, Glastonbury, CT

**National School Public Relations Association**

<https://www.nspra.org/>

**School Communications Planning Guide; Campus Suite**

<http://cdn2.hubspot.net/hubfs/296999/School-Communication-Planning-Guide.pdf>