

Board of Education Meeting
Monday, June 11, 2018 7:00 PM
Board of Education Room, 4 Vision Boulevard, Somers, CT 06071

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. AWARDS AND RECOGNITIONS
 1. Board will honor four staff members retiring in June.
The Board of Education will honor four staff members that are retiring at the of this school year
Mrs. Jennifer Oliver, Principal of Somers Elementary School
Ms. Carolyn Stetson, Teacher at Somers Elementary School
Mrs. Kathy Mangini, Teacher at Somers Elementary School
Mrs. Frances White, Paraeducator at Somers Elementary School
4. APPROVAL OF MINUTES 3
5. AUDIENCE TO CITIZENS/STAFF/STUDENTS
6. CORRESPONDENCE
7. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS
8. CONSENT AGENDA 9
 1. Warrant of Bills 6-11-18 9
Warrant of Bills 6-11-18
 2. IDEA Grant Approval
IDEA Grant Approval
 3. Resignation of Joanne Gadbois, Secretary to AP Principal
Resignation of Joanne Gadbois, Secretary to AP Principal on June 26th.
9. NEW BUSINESS 15
 1. 1st Warning - Somers Policy DBS 1110.2 Instruction _ Parent Involvement/Title I 15
Parent Involvement
1st Warning Somers Policy DBS 1110.2 Instruction _ Parent Involvement/Title I Parent Involvement
The board will reviewed the policy and ask Policy Committee members if they have any questions
 2. 1st Warning Somers Policy DBS 1120 - Community Relations - Public participation at 17
Board of Education Meetings
1st Warning Somers Policy DBS 1120 - Community Relations - Public participation at Board of Education Meetings - The board will reviewed the policy and ask Policy Committee members if they have any questions.
 3. 1st Warning Somers Policy DBS 1325 - Community Relations/Advertising.. 19
1st Warning Somers Policy DBS 1325 - Community Relations/Advertising..
The Board will review and ask the Policy Committee members if there are any questions.
 4. 1st Warning Somers Policy 6162.51 - Instruction Survey of Students 20
1st Warning Somers Policy 6162.51 - Instruction Survey of Students.
The Board will review and ask Policy Committee members if there are any questions.
 5. 1st Warning Somers Policy DBS 5131.6 Students / Drugs/Alcohol /Tobacco 23
1st Warning Somers Policy DBS 5131.6 Students / Drugs/Alcohol /Tobacco
The Board will review policy and ask Policy Committee members if there are any questions.
 6. 1st Warning Somers Policy DBS 3280 - Business - Gifts/Grants... 27
1st Warning Somers Policy DBS 3280 - Business - Gifts/Grants...
The Board will review the policy and ask Policy Committee members if they have questions.
 7. 1st Warning Somers Policy 2400.1 - Evaluation of the Superintendent 28

- 1st Warning Somers Policy 2400.1 - Evaluation of the Superintendent
The Board will review policy and ask Policy Committee members if they have any questions.
8. 1st Warning Somers Policy 1250 - Community Relations - Visitations to Schools 31
1st Warning Somers Policy 1250 - Community Relations - Visitations to Schools
The Board will review the policy and ask Policy Committee members if they have any questions.
10. OLD BUSINESS
1. 2nd Warning DBS Policy 6163.32 33
2nd Warning DBS Policy 6163.32 - Instruction - live animals. The Board has reviewed this policy and will vote on it.
11. ADMINISTRATIVE REPORTS
1. Annual Technology Report
Mr. Rob Wilson will do a presentation on the Annual Technology Report.
2. 2017-2018 Budget Updates
Mr. Bill Boutwell will update the Board on the 2017-2018 Budget
3. Somers Elementary School's Building Goals Results
Mrs. Oliver will discuss with the Board the Somers Elementary School's Building Goals Results
4. Superintendent's Update
The Superintendent will update the Board on any current issues.
12. COMMITTEE REPORTS
1. BUDGET
2. CURRICULUM
3. POLICY
4. SALARY & NEGOTIATION
5. PLANNING
13. OTHER
14. EXECUTIVE SESSION - Personnel Matters - Non-Union, Non-Certified Staff
The Board will go into Executive Session for the purpose to discuss Superintendent's Evaluation and the salary recommendations for non-union, non certified staff.
15. ADJOURNMENT

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Somers Board of Education Meeting

May 29, 2018

7:00 PM

Board of Education Room

Attendance Taken at 7:00 PM:

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

Absent Board Members: Anne Kirkpatrick, David Palmer

Updated Attendance: Kate McLellan was updated to present at: 7:05 PM

Other Staff: Brian Czapla, Bill Boutwell, Irene Zytka, Rob Kapner, Clay Krevolin, Gary Cotzin

Others: Erik Ness and Andrew Belzer (Secure Energy Solutions), Faith Sarisley (student) and Megan Krementowski (JI)

1. CALL TO ORDER

The regular meeting of the Board of Education was called to order at 7:01 p.m. by Chairman Devlin in the Mabelle B. Avery Board of Education Meeting room.

2. PLEDGE OF ALLEGIANCE

3. STUDENT REPRESENTATIVES' REPORT

3.1. Somers High School Student Representatives

Student representatives from the high school will update the Board of Education on events.

Discussion: F. Sarisley, SHS Junior, updated the BOE regarding SHS events: Celebration of the Arts was held on 5/23/18 including art and music; a Memorial Day Concert was held on Saturday, 5/26/18; the SSS group will be going to MBA on Thursday to discuss the high school with the 8th graders; Boys Lacrosse Class S tournament is coming up; and, finals begin on June 18, 2018 but sooner for the senior class.

4. APPROVAL OF MINUTES

4.1. Draft Minutes of the Board of Education May 14, 2018 Meeting

Draft Minutes of the Board of Education Meeting of May 14, 2018

Motion: BOE Draft Minutes of the May 14, 2018 meeting passed with a motion by Jeremy Anderson and a second by Jan Martin.

Passed 6-0 (3 Absent)

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5. AUDIENCE TO CITIZENS/STAFF/STUDENTS

6. CORRESPONDENCE

7. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS

Motion: Motion to add agenda item 8.3 to Consent Agenda-- Resignation of Jonathan Salomone, Technology Specialist, passed with a motion by Rick Lees and a second by Sarah Bollinger. **Passed 7 – 0 (2 Absent)**

8. CONSENT AGENDA

8.1. Warrant of Bills on May 29, 2018

Warrant of Bills on May 29, 2018

Motion: Warrant of Bills for May 29, 2018 in the amount of \$186,717.24 with a motion by Rick Lees and a second by Jeremy Anderson. **Passed: 7 – 0 (2 Absent)**

8.2. Resignation of Kendra Anderson, Somers High School Math Teacher

Resignation of Kendra Anderson, Somers High School Math Teacher.

Motion:Resignation of K. Anderson, Somers High School Math Teacher,with a motion by Rick Lees and a second by Jeremy Anderson. **Passed 7 – 0 (2 Absent)**

8.3. Resignation of Jonathan Salomone, Technology Specialist

Resignation of Jonathan Salomone, Technology Specialist

Motion: Resignation of J. Salomone, Technology Specialist, with a motion by Rick Lees and a second by Jeremy Anderson. **Passed 7 – 0 (2 Absent)**

9. NEW BUSINESS

9.1. Energy Efficiency Program

The Board will review and vote on the Energy Efficiency Program. Mr. Erik Ness will be present for questions.

Discussion: Mr. Eric Ness and Mr. Andrew Bezler from Secure Energy Solutions reported to the BOE regarding their program to retrofit lighting in all three schools which will warrant a significant return on investment over the long term. Mr. Bezler reviewed a summary page with the BOE members. Phase I of the program will be completed over the summer which involves switching out fixtures/bulbs. Phase II will involve mechanicals.

Motion: Motion to approve Energy Efficiency Program as presented with a motion by Barbara Capuano and a second by Jan Martin.

Passed 7 – 0 (2 Absent)

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9.2. 1st Warning of DBS Code: 6163.32 -Live Animals in Classrooms

The Board will review new DBS Policy 6163.32 that the Policy Committee is submitting for 1st Warning.

Discussion: Chairman Devlin recommended all questions be directed to Anne Kirkpatrick or another member of the Policy Committee.

10. OLD BUSINESS

10.1. Approval of Pension Trust and OPEB Trust

The Board will vote on the Pension Trust and OPEB Trust.

Discussion: Mr. Bill Boutwell, Director of Business Services, updated the BOE on the process over the past four months regarding the Pension and OPEB Trusts and Resolutions.

Motion: Motion to approve the Pension Trust and OPEB Trust with amended resolution as of May 29, 2018:

*Town of Somers Board of Education
Resolutions*

May 29, 2018

WHEREAS, the Board is the plan sponsor of the Pension Plan and the OPEB Plans; and

WHEREAS, the assets of the Pension Plan under the terms of the Pension Plan document are required to be held in an annuity contract or a trust; and

WHEREAS, Governmental Accounting Standards Board Statements No. 74 and 75 provide for more favorable reporting of the actuarial value of the OPEB Plan benefits if a trust is created, funded, and otherwise meets the requirements of GASB No. 74 and 75; and

WHEREAS, the Superintendent and the Director of Business Service have recommended that a trust for the Pension Plan (the "Pension Trust") be created as soon as administratively feasible; and

WHEREAS, the Superintendent and the Director of Business Service have recommended that a trust be created that meets the requirements of GASB No. 74 and 75 (the "OPEB Trust") effective July 1, 2018; and

WHEREAS, the Superintendent and the Director of Business Service have recommended that The Forma Group at Morgan Stanley be engaged to provide investment advice to the Pension Trust and the OPEB Trust under the Morgan Stanley Select UMA Program.

WHEREAS, the Superintendent and Director of Business Service vetted through counsel the Pension Trust, the OPEB Trust, the Morgan Stanley Retirement Plan Manager Product Establishment Kit, Morgan Stanley Single Advisory Contract and related Morgan Stanley documents required to engage the services of The Forma Group (aggregately the "Morgan Stanley Engagement Documents").

NOW, THEREFORE, after considering the recommendations of the Superintendent the Board hereby adopts the following Resolutions:

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RESOLVED, that the form of Pension Trust recommended by the Superintendent to the Board be adopted effective the date of these resolutions with such changes as may be recommended by counsel to the Board; and further

RESOLVED, that the form of the OPEB Trust recommended by the Superintendent to the Board be adopted effective the date of these resolutions, with such changes as may be recommended by counsel to the Board; and further

RESOLVED, that The Forma Group at Morgan Stanley be engaged to provide investment advice to both the Pension Trust and the OPEB Trust on the terms set forth in the Morgan Stanley Engagement Documents with such changes therein as may be recommended by counsel to the Board; and further

RESOLVED, that the Superintendent and Director of Business Service are hereby designated as Authorized Individuals to act on behalf of the Board under the Morgan Stanley Engagement Documents; and further

RESOLVED, that the Board Chair and Superintendent be, and each of them hereby is, authorized and directed to take all action as he deems necessary or appropriate and recommended by counsel to the Board, including, but not limited to the execution of the Pension Trust, OPEB Trust and the Morgan Stanley Engagement Documents and any other documents, to effectuate the foregoing resolutions.

Motion by Bruce Devlin and a second by Barbara Capuano. **Passed 7 – 0 (2 Absent)**

11. ADMINISTRATIVE REPORTS

11.1. Annual Scheduling of Somers High School - Class Sizes

Mr. Cotzin will be here to discuss any questions the Board might have on the Somers High School class sizes for 18-19.

Discussion: Mr. Gary Cotzin, SHS Principal, discussed the complex process of developing the 2018-19 course selection to the BOE. He stated that they are currently balancing classes and making some adjustments; however, for the most part the numbers have looked good. The high school typically does not offer classes that are less than ten students unless they are AP classes. Students will know their courses; however, they don't know who their teachers will be until the beginning of the school year.

11.2. Mabelle B. Avery Middle School Building Goals

Mr. Clay Krevolin will present the Mabelle B. Avery Middle School Building Goals.

Discussion: Mr. C. Krevolin, MBA Principal, and Mr. R. Kapner, MBA Assistant Principal, updated the BOE on the outcomes of MBA building goals. The first goal focused on Literacy with the expectation that all students would meet/exceed their projected growth. All grades exceeded national norms. Mr. Krevolin noted that S. Remington, Reading Teacher, targeted students needing interventions which enabled them to perform better. The second goal focused on Math with

the expectation that all students would meet/exceed their projected growth. The seventh and eighth grades exceeded their projected growth. Sixth grade performed below the expected growth even though there were gains. Mr. Krevolin stated that there is no remedial math teacher, which is a position he would like to fulfill in the future. He listed several strategies to implement in order to achieve academic goals. Mr. Kapner discussed the third goal of PBIS (Positive Behavioral Interventions & Supports) and the intention to improve school climate with a universal approach to discipline and clear expectations of positive behaviors. At MBA, inappropriate use of technology as well as defiance, insubordination, and disrespect were measured. Gains were made in the areas of defiance, insubordination, and students not cooperating; however, the disrespect category went up. Technology violations went down. Students are allowed to take their phones out in homeroom at the end of the day, and Chromebooks may be locked easier than iPads. These may be possible explanations for improved technology violations. A PBIS team will be formed district-wide.

11.3. Curriculum Development Update

Dr. Zytka will give a presentation on the Curriculum updates.

Discussion: D. Irene Zytka, Director of Curriculum, updated the BOE regarding the Atlas Curriculum Program. Dr. Zytka stated that teachers have worked extremely hard and many have gone above and beyond to complete their curriculum in Atlas. Dr. Zytka showed an example of a completed curriculum in Social Studies at MBA. The Atlas program demonstrates a unit timeline, which shows the dates in which each unit is taught. Dr. Zytka showed an example of the unit on Central America and how the staff compiled their data including framework, essential questions, knowledge and skills, assessments and linked standards, learning activities, key words, resources, technology used, and differentiated instruction pieces. Dr. Zytka is looking to include two more Mapping categories. Goals for next year include finishing the remaining Mapping categories and beginning to look at the vertical alignment between all schools.

1.4. Superintendent Update

The Superintendent will update the Board of Education.

Discussion: Superintendent Czaplá reported that his evaluation must be completed by 6/30/18 and recommended that it be added as an Executive Session at the next BOE meeting. He reiterated that the Boys Lacrosse will play on Wednesday in the Class S Tournament while the Girls Lacrosse participated in a game at 5 p.m. against Canton on 5/29/18. He did not have the final score of the game. He invited all BOE members to attend the Fifth Grade Farewell Ceremony on 6/19/18 from 2-4 p.m. at SHS.

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12. COMMITTEE REPORTS

12.1. BUDGET

Superintendent Czapla stated that Mr. B. Boutwell, Director of Business Services, will report on the end-of-the-year budget at the next meeting.

12.2. CURRICULUM

12.3. POLICY

Discussion: R. Lees reported that the Policy Committee held a meeting prior to the BOE meeting on 5/29/18. One policy was warned at the 5/29/18 BOE meeting. Five policies will be warned next meeting. Any questions may be directed to A. Kirkpatrick or another member of the Policy Committee.

12.4. SALARY & NEGOTIATION

Discussion: Superintendent Czapla reported that there is a SESA negotiation meeting scheduled on 5/30/18.

12.5. PLANNING

Discussion: Chairman Devlin reported that the Planning Committee is working with Secure Energy Solutions as stated under agenda item 9.1.

13. OTHER

14. ADJOURNMENT

Motion: Adjournment at 8:27 p.m. with a motion by Jan Martin and a second by Sarah Bollinger. **Passed: 7-0 (2 Absent)**

Rick Lees, Board of Education Secretary

Shannin Burns, Board Recording Secretary

Somers Board of Education General Budget Treasury Warrant

Check Batch: 20212
 Check Header: (N / A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
 Cash Account Numbers: (First) - (Last)
 Bank Account Code: (N/A)
 Check Authorization Code: AP GB
 Minimum Check Amount: \$0.00
 Sorted By:
 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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Approved by:  **Date:** 6/7/18

 William B. Boutwell, Director of Business Services

20212	15221	06/11/2018	V52670	SYNCB/AMAZON	0.00	1,713.96
	15223	06/11/2018	V52306	AmeriPride Services, Inc	0.00	494.88
	15224	06/11/2018	V60064	Angeloni Refrigeration, Inc.	0.00	280.00
	15225	06/11/2018	V60041	Anthem BCBS	0.00	174,022.03
	15226	06/11/2018	V60041	Anthem BCBS	0.00	250.32
	15227	06/11/2018	V60040	Anthem Life Insurance Company	0.00	2,276.52
	15228	06/11/2018	V61093	Bad Ass Tools LLC	0.00	1,700.00
	15229	06/11/2018	E00576	Carroll, Daniel	0.00	162.39
	15230	06/11/2018	V60982	Creative Interventions, LLC	0.00	660.00
	15231	06/11/2018	V02469	Dattco, Inc.	0.00	3,300.00
	15232	06/11/2018	V60709	DBS Financial Services LLC	0.00	3,112.61
	15233	06/11/2018	V60032	Eastfield Glass Co., Inc.	0.00	312.00
	15234	06/11/2018	V00605	Electrical Wholesalers	0.00	398.45
	15235	06/11/2018	V52317	Ellington Board of Education	0.00	12,975.34
	15236	06/11/2018	V00159	Eversource Energy	0.00	12,772.02
	15237	06/11/2018	V54168	First Student, Inc	0.00	78,799.52
	15239	06/11/2018	V60951	Follett School Solutions, Inc	0.00	275.22
	15240	06/11/2018	V60920	Global Equipment Company	0.00	164.29
	15241	06/11/2018	V02603	Gopher Sport	0.00	380.78
	15242	06/11/2018	V54081	Graduate Pest Solutions, Inc.	0.00	441.00

Somers Board of Education General Budget Treasury Warrant

Report # 52350

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	15243	06/11/2018	V00511	Grainger	0.00	95.04
	15244	06/11/2018	V02497	Guilford Press	0.00	67.20
	15245	06/11/2018	V53228	Herff Jones Inc.	0.00	13.05
	15246	06/11/2018	V21177	Home Depot CRC	0.00	935.54
	15247	06/11/2018	V61403	Hooker & Holcombe, Inc	0.00	2,000.00
	15248	06/11/2018	V52848	Intensive Education Academy, Inc.	0.00	18,970.50
	15249	06/11/2018	V02625	K & S Distributors	0.00	1,326.11
	15250	06/11/2018	V00665	Kelly-Fradet Lumber	0.00	251.76
	15251	06/11/2018	V02898	MagnaKleen Services	0.00	280.59
	15252	06/11/2018	E00845	Maurice, Kelly	0.00	141.00
	15253	06/11/2018	V60971	Mercer Consumer	0.00	268.00
	15254	06/11/2018	V52493	Military History	0.00	41.00
	15255	06/11/2018	V61444	Morgan Stanley	0.00	60,000.00
	15256	06/11/2018	V53557	Mountain Tree Service Inc	0.00	675.00
	15257	06/11/2018	V60104	Nixon Company Inc., The	0.00	126.25
	15258	06/11/2018	V60983	OMNI Group, The	0.00	24.00
	15259	06/11/2018	V60679	PBS Distribution	0.00	148.81
	15260	06/11/2018	V02671	PEAP	0.00	271.00
	15261	06/11/2018	V60568	Pediatric Services of America Inc	0.00	2,784.00
	15262	06/11/2018	V53914	Pitney Bowes, Inc.	0.00	105.00
	15263	06/11/2018	V61416	Planned Parenthood	0.00	130.00
	15264	06/11/2018	V60068	Pro-Ed, Inc.	0.00	456.39
	15265	06/11/2018	V61138	Quarterly Journal of Military History, T	0.00	49.00
	15266	06/11/2018	V60925	ReadyNurse Staffing Services	0.00	7,283.00
	15267	06/11/2018	V52074	Really Good Stuff, Inc.	0.00	46.16
	15268	06/11/2018	V61379	Regional School District #16	0.00	4,317.97
	15269	06/11/2018	V02610	Reliable Welding & Speed, LLC.	0.00	1,800.00
	15270	06/11/2018	V61316	Rubicon International	0.00	200.00
	15271	06/11/2018	E00301	Senecal, Dina	0.00	25.38
	15272	06/11/2018	V51324	Sherwin-Williams Co., The	0.00	303.29
	15273	06/11/2018	V60911	SHI International Corp	0.00	9,822.00
	15274	06/11/2018	V01485	Social Studies School Services	0.00	335.91
	15275	06/11/2018	V00886	Somers Lunch Program	0.00	4.95
	15276	06/11/2018	V00548	Somers Sanitation Service, Inc.	0.00	1,189.70
	15277	06/11/2018	V61373	Somers Star Hardware	0.00	149.25
	15278	06/11/2018	V01591	Town of Somers	0.00	8,719.36
	15279	06/11/2018	V61333	Speech Academy, The	0.00	20,667.88

**Somers Board of Education
General Budget Treasury Warrant**

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	15280	06/11/2018	V00251	State of Connecticut	0.00	240.00
	15281	06/11/2018	M02015	T. J. Conway Company	0.00	2,838.25
	15282	06/11/2018	V60577	Taft School, The	0.00	1,150.00
	15283	06/11/2018	V00290	Town of Enfield	0.00	4,445.00
	15284	06/11/2018	V01000	Town of Somers BOE	0.00	29,108.50
	15285	06/11/2018	V60407	Trane U.S. Inc	0.00	845.54
	15286	06/11/2018	M53099	Tull Brothers, Inc.	0.00	1,742.18
	15287	06/11/2018	V60869	Twin State Turf Farm, Inc	0.00	2,030.00
	15288	06/11/2018	V53987	U.S. Bank Equipment Finance, Inc	0.00	2,150.80
	15289	06/11/2018	V02758	University of Saint Joseph	0.00	5,965.00
	15290	06/11/2018	V61140	Van Pool Transportation LLC	0.00	130.00
	15291	06/11/2018	V54059	Verizon Wireless	0.00	639.84
	15292	06/11/2018	V60464	VEX Robotics Inc	0.00	7,926.63
	15293	06/11/2018	V53413	W. B. Mason Co., Inc.	0.00	252.67
	15294	06/11/2018	V61032	Waterbury Public Schools	0.00	10,830.60
	15295	06/11/2018	V52483	World War II	0.00	44.00
	15296	06/11/2018	E00233	Zytka, Dr. Irene	0.00	158.52
Totals:					0.00	\$509,012.95

74 Checks Listed.

Somers Board of Education General Journal Register

Report # 52349
Batch: 20169
Transaction: N/A
Show Summary Only: Yes

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
20169	\$509,012.95	Posted	Lbergamini	06/04/2018	Lbergamini	06/07/2018

General Ledger Distribution Summary						
Period, Fiscal Year	Account Number	Account Description	DTF Base	Over Budget	Debits	Credits
June, 2018						
Generated Distributions						
	10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			429,991.73	0.00
	10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	429,991.73
Total Generated Distributions					\$429,991.73	\$429,991.73
User-Entered Distributions						
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			12.75	0.00
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	509,025.70
	10-100-2-2-30-242-611-01-5-00208	K-5 - SOCIAL STUDIES SUPPLIES			46.16	0.00
	10-100-2-2-52-242-611-01-5-01676	K-5 - MEDIA SUPPLIES			96.11	0.00
	10-100-2-3-12-242-611-01-5-00182	MA - TECHNOLOGY ED SUPPLIES			262.51	0.00
	10-100-2-3-22-242-611-01-5-00194	MA - PHYSICAL ED SUPPLIES			380.78	0.00
	10-100-2-4-12-242-611-01-5-00183	HS - TECHNOLOGY ED SUPPLIES		Yes	410.29	0.00
	10-100-2-4-14-241-611-01-5-00159	HS - GENERAL SUPPLIES			233.68	0.00
	10-100-2-4-22-242-611-01-5-00195	HS - PHYSICAL ED SUPPLIES			777.87	0.00
	10-100-2-4-26-242-611-01-5-00186	HS - READING SUPPLIES		Yes	551.09	0.00
	10-100-2-4-30-242-611-01-5-01644	HS - SOCIAL STUDIES SUPPLIES		Yes	562.37	0.00
	10-100-2-4-30-243-611-01-5-00887	HS - SOCIAL STUDIES WORKBOOKS		Yes	469.91	0.00
	10-100-2-4-46-242-611-01-5-00229	HS - SCHOOL TO CAREER SUPPLIES			365.99	0.00
	10-100-2-4-48-242-611-01-5-00721	HS - HEALTH ED SUPPLIES		Yes	130.00	0.00
	10-100-8-3-66-910-730-01-5-01335	MA - TECH ED CAPITAL OUTLAY			7,926.63	0.00
	10-100-8-5-66-910-730-04-5-00843	SW - CAPITAL OUTLAY TECHNOLOGY		Yes	9,822.00	0.00
	10-120-9-9-98-242-611-01-5-00214	MA - RESOURCE ROOM SUPPLIES			61.84	0.00
	10-120-9-9-98-955-330-02-5-01142	SPED - CONSULTANT FEES			660.00	0.00
	10-120-9-9-98-955-330-02-5-01674	SP ED - CONTRACTED SERVICES			2,784.00	0.00
	10-212-2-4-46-242-611-02-5-00178	HS - GUIDANCE SUPPLY			179.00	0.00
	10-213-3-5-48-412-112-02-5-00319	SW - NURSE SUBSTITUTE		Yes	3,051.00	0.00
	10-219-1-5-50-134-690-05-5-00875	SW - PROF DEVELOPMENT SUPPLIES			67.20	0.00
	10-221-1-2-50-251-580-05-5-00259	K-5 - TRAVEL/IN-SERVICE			141.00	0.00
	10-221-1-2-50-251-580-05-5-00260	K-5 - PRINCIPAL'S TRAVEL			25.38	0.00
	10-221-1-4-50-251-580-05-5-00269	HS - PRINCIPAL'S TRAVEL		Yes	162.39	0.00
	10-221-2-5-50-214-111-05-5-00659	SW - PROF DEVELOPMENT/CEU			1,150.00	0.00

Somers Board of Education General Journal Register

Report # 52349

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
20169	\$509,012.95	Posted	Lbergamini	06/04/2018	Lbergamini	06/07/2018
	10-222-2-4-52-231-642-03-5-00143	HS - NEWSPAPERS/MAGAZINES		Yes	179.11	0.00
	10-231-1-5-74-134-330-10-5-00045	B.O.E. - OTHER PROF. SERVICES		Yes	2,024.00	0.00
	10-231-1-5-74-134-690-10-5-00047	B.O.E. - SUPPLIES			4.95	0.00
	10-232-1-5-72-251-580-05-5-00271	CO - TRAVEL/IN-SERVICE			358.52	0.00
	10-232-6-5-66-830-440-04-5-00525	CO - COPIER RENTAL			537.70	0.00
	10-232-6-5-66-830-440-04-5-00526	CO - POSTAGE METER			105.00	0.00
	10-240-1-2-40-258-690-04-5-00301	K-5 - OFFICE SUPPLIES			18.99	0.00
	10-240-6-2-66-830-440-04-5-00523	K-5 - COPIER RENTAL			537.70	0.00
	10-240-6-3-66-830-440-03-5-00527	MA - COPIER RENTAL			537.70	0.00
	10-240-6-4-66-830-440-04-5-00763	HS - COPIER RENTAL			537.70	0.00
	10-240-7-4-54-880-690-07-5-00274	HS - GRADUATION			13.05	0.00
	10-260-1-5-64-642-530-04-5-01217	SW - COMMUNICATION SUPPLIES			264.00	0.00
	10-260-5-2-62-722-430-08-5-01141	K-5 BUILDING REPAIRS			95.04	0.00
	10-260-5-2-64-642-530-04-5-00363	K-5 - TELEPHONE			102.38	0.00
	10-260-5-3-64-642-530-04-5-00365	MA - TELEPHONE			112.38	0.00
	10-260-5-4-12-722-430-01-5-00395	HS - TECHNOLOGY ED MAINTENANCE			245.52	0.00
	10-260-5-4-38-722-430-01-5-00393	HS - QUANTITY FOODS MAINT.		Yes	494.88	0.00
	10-260-5-4-64-642-530-04-5-00366	HS - TELEPHONE			109.12	0.00
	10-260-5-5-64-642-530-04-5-00367	CO - TELEPHONE		Yes	315.96	0.00
	10-260-5-6-62-650-613-05-5-00377	SW - CUSTODIAL SUPPLIES		Yes	1,557.38	0.00
	10-260-5-6-62-650-613-05-5-00377	SW - CUSTODIAL SUPPLIES		Yes	0.00	12.75
	10-260-5-6-62-722-430-08-5-00430	MA - BUILDING MAINTENANCE		Yes	1,799.79	0.00
	10-260-5-6-62-722-430-08-5-00439	HS - BUILDING MAINTENANCE		Yes	6,255.62	0.00
	10-260-5-6-62-722-430-08-5-00440	SW - EQUIPMENT REPAIR			2,026.36	0.00
	10-260-5-6-62-722-430-08-5-00442	SW - GROUNDS KEEP		Yes	2,705.00	0.00
	10-260-5-6-62-722-430-08-5-00444	SW - RUBBISH REMOVAL			1,189.70	0.00
	10-260-5-6-62-722-430-08-5-00445	SW - TOOL SUPPLY			189.96	0.00
	10-260-5-6-62-722-430-08-5-00447	SW - GENERAL REPAIR		Yes	440.16	0.00
	10-260-5-6-62-722-430-08-5-00467	SW - GENERAL PAINT		Yes	303.29	0.00
	10-260-5-6-62-722-430-08-5-00801	SW - EXTERMINATING		Yes	441.00	0.00
	10-260-5-6-62-722-430-08-5-00884	MAINT. - BUILDING MAINTENANCE		Yes	200.00	0.00
	10-260-5-6-62-722-430-08-5-00885	SW - ELECTRICAL SUPPLIES			35.00	0.00
	10-260-5-6-64-641-620-05-5-00358	K-5 - ELECTRICITY			6,126.00	0.00
	10-260-5-6-64-641-620-05-5-00360	MA - ELECTRICITY		Yes	4,293.55	0.00
	10-260-5-6-64-641-620-05-5-00361	HS - ELECTRICITY			5,337.23	0.00
	10-260-5-6-64-641-620-05-5-00362	MAINTENANCE - ELECTRICITY			127.85	0.00
	10-260-6-5-62-722-430-04-5-00452	SW - MAINTENANCE CONTRACTS			240.00	0.00
	10-270-4-5-84-521-510-12-5-00325	TRANSPORTATION - ELEMENTARY			23,183.83	0.00

Somers Board of Education General Journal Register

Report # 52349

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
20169	\$509,012.95	Posted	Lbergamini	06/04/2018	Lbergamini	06/07/2018
10-270-4-5-84-521-510-12-5-00326		TRANSPORTATION - SECONDARY			27,848.45	0.00
10-270-4-5-84-521-627-12-5-00327		BUS FUEL			8,584.40	0.00
10-270-9-9-84-522-112-12-5-00333		SP ED - TRANSPORTATION AIDE			2,772.00	0.00
10-270-9-9-84-522-510-12-5-00329		SP ED - VANS			18,588.84	0.00
10-270-9-9-84-522-510-12-5-00332		SP ED - ADDITIONAL MILEAGE		Yes	4,362.00	0.00
10-279-4-4-42-530-580-06-5-00337		HS - ATHLETIC TRIPS			9,056.52	0.00
10-279-4-5-84-722-627-12-5-00341		SW - GASOLINE SCHOOL VEHICLES			134.96	0.00
10-280-6-5-82-820-200-13-5-00510		DENTAL			29,108.50	0.00
10-280-6-5-82-820-200-13-5-00512		LIFE AND AD&D INSURANCE		Yes	2,276.52	0.00
10-280-6-5-82-820-200-13-5-00855		PENSION		Yes	60,000.00	0.00
10-280-6-5-82-820-200-13-5-01228		SW - HEALTH SAVINGS ACCOUNT			174,272.35	0.00
10-280-6-5-82-820-520-13-5-00520		UMBRELLA LIABILITY INSURANCE		Yes	268.00	0.00
10-320-2-3-54-880-690-07-5-00849		MA - ACADEMIC AWARDS			92.00	0.00
10-320-7-4-42-880-690-06-5-00601		HS - ATHLETIC AWARDS			126.25	0.00
10-611-6-5-88-960-560-14-5-00638		ENFIELD ADULT EDUCATION		Yes	4,445.00	0.00
10-613-9-9-88-955-561-14-5-00673		SP ED - TUITION			73,727.29	0.00
Total User-Entered Distributions					<u>\$509,038.45</u>	<u>\$509,038.45</u>
Total for June, 2018					<u>\$939,030.18</u>	<u>\$939,030.18</u>
Grand Total for Batch # 20169					<u>\$939,030.18</u>	<u>\$939,030.18</u>

380 Transactions Listed.

DBS CODE 1110.2

Portions can be struck out because we have recently approved policy 6172.5 which addresses this. This will eliminate a redundancy.

INSTRUCTION

Parent Involvement/Title I Parental Involvement

The Somers Board of Education encourages the regular and active participation of all parents in their child's education. We recognize that an excellent education for all students requires a cooperative effort between the school and parents.

In this policy, the word "parent" means:

- A natural or adoptive parent of a child;
- A legal guardian;
- A foster parent, if the foster parent has been given the right to make educational decisions on the child's behalf.

The Somers Public Schools will maintain a responsive and welcoming environment for all parents and the families of Somers students, and assure that various mechanisms for home-school communication keep parents well informed about school events, needs, awards, etc. The schools shall communicate in language and in a format easily understood by non-educators. For non-English speaking parents, every effort will be made to provide a translation of home-school communications.

The district and board encourage parents to be partners in educational decision-making for their children. The school involves parents in decisions about changes in educational programming, invites parents to participate in enrichment and cultural events, and offers opportunities for parents to attend special class events.

The district encourages strong, continuing parental involvement through organizations such as the PTA, PTSA, and Title I Parents' Committee, and volunteerism in the schools. The schools will make space and equipment such as projectors available for parent meetings or parent education programs. Any such program shall be developed with/by parent representatives to help assure that programs are an appropriate match for parents' expressed needs and to help identify any barriers to participation that can be addressed to increase accessibility.

This policy also addresses the legal requirement for a policy specifically addressing parental involvement for children who receive Title I services. Pursuant to the law, an annual meeting of all Title I parents will be held to provide parents with an opportunity to design, develop, and evaluate the Title I program for the next school year. Additional meetings will be held periodically each year to provide information about curriculum, assessment, expected proficiency levels, and strategies to employ at home to assist learning. Also, in compliance with the law, the school shall collaborate with parents in the development of a "School-Parent Compact", which outlines how the parents and school share responsibility for increased student learning, and will review the compact yearly to make any necessary revisions. This compact shall:

- Outline what communication is expected between school and home on an on-going basis;
- Describe the school's responsibility to provide high quality instruction and curriculum in an environment that supports high levels of student learning, and
- Describe the ways in which parents will be responsible for supporting their children's learning, possibly including homework completion and monitoring, setting appropriate limits on activities that may have an impact on homework completion or reading (such as television), participating in parent conferences, or reading communications from the school.

When a student is selected for Title I services or continues to receive services the next school year, the principal shall send a written explanation of the reasons supporting their child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Each school will send a Title I progress report with regularly scheduled classroom reports detailing students' progress toward attainment of their learning objectives. Title I parent conferences will be held during regularly scheduled school conference periods.

Legal Reference: PL 107-110. "No Child Left Behind Act of 2001," Title I—Improving the Academic Achievement of the Disadvantaged, Sec. 1118.

Adopted: 10/23/2006

Can eliminate posting meeting notice in the newspaper (see second paragraph)

Community Relations

Public Participation at Board of Education Meetings

The regular and special meetings of the Board of Education are open to the public and representatives of the press except that a part of any meeting may be designated an executive session as provided by law. (Cross reference executive session)

The Board of Education welcomes participation of interested organizations and individuals. Advance announcement of all regular and special meetings of the Board of Education is made through posting the agenda at Town Hall and on the School District website, ~~through notices to newspapers~~, and directly to citizens and community and professional organizations who specifically request such notification.

Board meetings are meetings held in public and are not open hearings. Once the Board moves into regular agenda the public may participate during "Audience To Citizens" and as allowed by the Chairperson and with the following restrictions:

1. A three (3) minute time limit may be allowed to each speaker with a maximum of 20 minutes per meeting being allocated per meeting. The Board may, by a majority vote, decide to cancel or adjust these time limits
2. No disruptive conduct shall be permitted. If disruptive conduct is interfering with the conduct of the Board meeting, the Chairman may terminate the offending person's right of addressing the Board, or, if necessary, clear the room of all non-members so the Board may continue the meeting.
3. If a member of the public makes an oral presentation about the performance of a Board member or employee, whether named or not, including charges or complaints, the Board shall not discuss such performance unless the topic is an explicit item on the agenda and the employee or Board member has been provided the requisite due process required by law. Members of the public who make such comments may be referred to Board Policy No. [1312](#) (Complaints Concerning School Personnel).
4. The Board is not obligated to take action on a citizen's concern at the meeting at which the concern is expressed. However, in certain instances, such as a

recommendation of the Superintendent, the Board may vote to consider action immediately.

Any citizen or citizen's group wishing to be heard by the School Board will be acknowledged upon their attendance at any Board meeting. Citizen comments will be limited to three (3) minutes. In the event a citizen or citizen's group desires to be heard regarding a specific topic, notification to the Chairman would be appreciated in advance, stating the nature of the matter to be brought before the Board. The Board will hear the matter and take it under advisement.

The Board encourages members of the public to address complaints concerning individual District personnel through the proper chain of command.

(cf. [1312](#) - Public Complaints)

Legal Reference: Connecticut General Statutes

[1-225](#) Meetings of government agents to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.

[1-226](#) Broadcasting or photographing meetings.

[19a-342](#) Smoking in public meetings in rooms of public building prohibited.

[1-227](#) Mailing of notice of meetings to persons filing written request. Fees.

[1-230](#) Regular meetings to be held pursuant to regulation, ordinance or resolution.

[1-232](#) Conduct of meetings.

[1-206](#) Denial of access to public records or meetings.

[10-238](#) Petition for hearing by board of education.

Adopted : July 7, 1980

Reviewed: February 3, 2000

Revised: September 9, 2002

Revised: November 9, 2015

(Allows Superintendent to make exceptions to solicitations)

COMMUNITY RELATIONS:

Public Activities Involving Staff, Students or School Facilities:

Relations Between Public and Students:

ADVERTISING AND PROMOTION:

Information Materials:

Materials to inform parents of Board of Education policies, positions, and programs, administration practices, procedures and regulations and, with the approval of the Superintendent of Schools, notices of parent-teacher group meetings and activities or announcements of programs offering cultural or physical educational opportunities for students, may be taken home by pupils. No non-school group, except as noted above, may distribute information materials to parents by pupils **unless approved by the Superintendent.**

Distribution of Advertising Materials to Students:

Materials advertising any individual, company, product or organization shall not normally be distributed to the students in the Somers Schools **unless approved by the Superintendent.** ~~The superintendent may bring individual requests before the board for consideration.~~

It is assumed by some students and their parents that the receipt of advertising materials at school constitutes an endorsement by the school of the product advertised.

Adopted: July 6, 1981

November 22, 1999

INSTRUCTION

Survey of Students (Student Privacy):

The Board of Education recognizes the staff's need to collect input from students and parents in order to assist decision-making related to curriculum and instruction, program development, and operations. To this end, the board supports the use of appropriate surveys in accordance with the guidelines contained within this policy.

Administrators, teachers, other staff members, and the Board of Education may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related, to a specific subject or units. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner. Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

Prior to administering a survey, the Board of Education must approve all those that are received by the Superintendent that include reference to any of the factors listed below. In addition, no student may, without parental consent, take part in a survey, analysis, or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. religious practices, affiliations, or beliefs of the student or the student's parent.

In the event the District plans to survey students to gather information gathered in the above list, the District will obtain written consent from the parent/guardian in advance of administering the survey.

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the Superintendent of Schools and the approval of the Board of Education as to content and purpose. The results of such approved surveys must be shared with the Board of Education.

Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given. Overall survey results following decisions must be shared with all parties who request such information.

~~Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools. This notification must explain that parent/guardians, or students 18 or older, have the right to “opt the student out of participation,” in writing, in the following activities:~~

Marketing

It is the Board’s policy not to collect, disclose, or use personal information gathered from students for the purpose of marketing or selling that information or providing it to others for that purpose. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, or educational institutions, such as:

- ~~1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:~~
 - a. College or other post secondary education recruitment, or military recruitment;
 - b. Book clubs, magazines, and programs providing access to low-cost literary products;
 - c. Curriculum and instructional materials used in schools;
 - d. Tests and assessments;

- e. Student recognition programs; and
 - f. The sale by students of products or services to raise funds for school-related activities.
2. ~~The administration of any survey that delves into the restricted sensitive subject areas identified and listed above; or~~
3. ~~The administration of any non-emergency, invasive physical examination, or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.~~

Notification

Parents/guardians of a student shall also have the right to inspect and review upon written request to the Building Principal, any instructional material used as part of the educational curriculum. The District shall grant access to instructional material within a reasonable period of time, after a parental request if received.

Invasive Physical Examinations

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law, a student's parent/guardian will be notified and given an opportunity to opt their child out of the exam. Hearing, vision and scoliosis screenings are not subject to prior notification.

~~Parents/guardians of a student shall also have the right to inspect, upon request, any instructional material used as part of the educational curriculum.~~

Cross Reference: 6161 – Equipment, Books and Materials: Provision/Selection

6161.1 – Evaluation/Selection of Instructional Materials

6161.12 – Reconsideration of Materials

Legal Reference: P.L. 103-227 Section 1017 (which amends Section 439 of the General Education Provisions Act)

P.L. 107-110, (HR 1-“Leave No Child Behind”) § 1061/1062 – Student Privacy, Parental Access to Information, and Administration of Certain Physical Examinations to Minors.

Adopted: January 27, 2003

NOTE: Update to include vaping in “Tobacco” section

DBS CODE: 5131.6

STUDENTS:

Drugs/Alcohol/Tobacco:

Drugs and Alcohol

It is the policy of the Somers Board of Education to take positive actions to prevent drug and alcohol abuse. Recognizing the potential of each student that drug or alcohol abuse and dependency can seriously impair a student's ability to learn, these actions will be through education, early intervention, parental involvement, medical and/or assessment referral.

The Board of Education prohibits student possession, use, and/or distribution of any drugs, alcohol, or drug paraphernalia or being under the influence of any drug or alcohol on school premises or at any school-sponsored activity.

Definitions

Drugs are defined as any substance other than food or water that is intended to be taken or administered (ingested, injected, applied, implanted, inhaled, etc.) for the purpose of altering, sustaining, or controlling the recipient's physical, mental, or emotional state. Drugs may include, but not be limited to, alcoholic beverages; controlled substances such as marijuana, hallucinogens, cocaine, barbiturates, amphetamines, narcotics; and non-authorized prescription drugs.

Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2 and bath salts are addressed by this policy.

Controlled substances, for purposes of this policy shall include all controlled substances prohibited by federal and state law, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants, such as but not limited to glue and aerosol products, and prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

Electronic nicotine delivery system means an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar,

electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.

Liquid nicotine container means a container that holds a liquid substance containing nicotine that is sold, marketed or intended for use in an electronic nicotine delivery system or vapor product, except "liquid nicotine container" does not include such a container that is prefilled and sealed by the manufacturer and not intended to be opened by the consumer.

Vapor product means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine, that is inhaled by the user of such product.

Under the influence, for purposes of this policy shall include any consumption or ingestion of controlled substances by a student.

If a student is under the influence of a drug or alcohol, or engaged in the illegal activity of possessing or selling drugs and/or alcohol, the police will be notified, his/her parent(s)/guardian will be contacted and he/she will be suspended from school and considered for expulsion. If a student is arrested and is awaiting trial for possession of, or possession of with intent to sell drugs in or on school property or at a school-sponsored event, the student will not be allowed to attend school without the permission of the Superintendent.

Student athletes who violate this policy, participating in CIAC-controlled activities shall also be declared ineligible for such activities in accordance with CIAC policy and regulations. Any disciplinary actions imposed will ensure that similar violations will be treated consistently.

School properties may be inspected by school authorities in the interest of maintenance, health, and safety. Inspections for the location of drugs, narcotics, liquor, weapons, poisons and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel (cf. [5145.12](#) - Search and Seizure)

Disciplinary procedures will be administered with the best interests of the student, school population, and community in mind. Personal privacy rights of students shall be protected as provided by law.

Tobacco/Vaping

Smoking, possession of smoking **or vapor** materials, or other use of tobacco **or vapor** products by students of Somers Public Schools is prohibited.

1. in all school buildings;

Any student found to be in violation of the tobacco/**vapor** policy will be subject to disciplinary action. Additionally, each student found to be in violation of the tobacco/**vapor** policy will be referred to the Connecticut State Police for prosecution under Connecticut General Statute [1-21b](#).

2. on school grounds and recreational fields;

3. on transportation provided by the Board of Education, or at any time when the student is subject to the supervision of designated school personnel such as when the student is at any school function, extracurricular event, field trip, or school-related activity such as a work-study program.

Disciplinary action will be in accordance with regulations provided by the administration.

An ongoing program of student support and counseling will be offered to provide support for students who wish to break the smoking habit.

Legal Reference: CT General Statutes

[1-21b](#) Smoking prohibited in certain places

[10-220b](#) Policy statement on drugs

[21a-242](#) Schedules of controlled substances

[10-221a](#) Board of Education to prescribe rules

[21a-240\(8\)](#) Definitions "Controlled Drugs," dependency producing drugs.

[21a-240\(9\)](#) Definitions "controlled substance."

[21a-243](#) Regulation re schedules of controlled substances.

P.A. 15-206 An Act Regulating Electronic Nicotine Delivery Systems and Vapor Products.

P.A. 11-73 An Act Regulating the Sale and Possession of Synthetic Marijuana and Salvia Divinorum.

P.A. 14-76 An Act Concerning the Governor's Recommendations Regarding Electronic Nicotine Delivery Systems and Youth Smoking Prevention.

Adopted: September 11, 1989

Revised: September 24, 1990

February 26, 1996

February 22, 1999

April 12, 2006

June 25, 2012

March 9, 2015

November 9, 2015

BUSINESS

Gifts, Grants And Bequests:

~~The Board of Education may accept on behalf of and for the school district any bequest or gift of money or property for a purpose deemed by the governing Board to be suitable, and to utilize such money or property so designated.~~

~~The Superintendent of Schools shall set up criteria to be met in the acceptance of gifts, and the procedure for examining and evaluating offers of gifts to the District.~~

~~All gifts shall be given to the school district as a whole, and not to a particular school. At the discretion of the Superintendent, the gift may be used in a particular school.~~

The Board of Education authorizes the superintendent/designee to accept with appreciation, gifts from individuals or groups not exceeding an approximate value of \$10,000. Gifts valued in excess of that amount and gifts of lesser value which predictably would require significant Board of Education expenditures for their assumption, maintenance or installation, require approval by the Board of Education prior to their acceptance. All gifts to schools or the school system, no matter their value, shall be accepted in accordance with the following principles.

1. No gift or scholarship, which in the judgement of the superintendent or the Board of Education represents special interests prejudicial to any group, or is inappropriate, to use by the schools will be accepted.
2. Gifts accepted for the school system become the property of the Board of Education, to be expended or used at its discretion; however, every effort shall be made to honor the special request of donors.
3. No gift shall be accepted without verification that there are no encumbrances against said gift.
4. Gifts will not supplant Board of Education responsibility for educational funding, nor shall outside funding produce major educational inequities among schools.
5. All gifts accepted by the superintendent designee, other than those of nominal value, shall be reported to the Board of Education at the first meeting following the receipt of such gift.

Legal Reference:

Connecticut General Statutes 7-194 Powers

Adopted: November 26, 1979

Reviewed: May 4, 1998

NOTE:

- 1. Update domains to be evaluated to be consistent with job description**
- 2. Propose updated and streamlined evaluation timeline**

DBS CODE 2400.1

Evaluation of the Superintendent:

Through evaluation of the superintendent, the board will strive to accomplish the following:

1. Clarify for the superintendent his role in the school system as seen by the board.
2. Clarify for all board members the role of the superintendent in the light of his job description and the immediate priorities among his responsibilities as agreed upon by the board and the superintendent.
3. Develop harmonious working relationships between the board and the superintendent.
4. Provide effective administrative leadership for the school system.
5. Promote the professional improvement and growth of the superintendent, thus bringing about an improvement of his overall performance.
6. Provide a definite record of satisfactory or unsatisfactory semi-annual evaluations of the superintendent for both the protection of the superintendent from hasty or unjust criticism and, if necessary, to give the superintendent adequate opportunity for improvement.
7. Provide a systematic method of informing the superintendent whom, because of a lack of ability or desire to make the necessary professional growth, will be dismissed.

Evaluation Format:

The board shall evaluate and assess the performance of the superintendent twice annually. The evaluations shall be completed as of ~~January 31st~~ **December 30** and June 30 of each year. The evaluation and assessment shall be reasonably related to the goals and objectives of the district for the year in question. The evaluation format shall be reasonably objective and shall contain at least the following criteria: ~~Board-
Superintendent relations; community relations; personnel relations; educational program;~~

~~business matters; professional leadership; and personal qualities.~~ Board of Education interactions, educational leadership, community/public relations, organizational management, human resources management, personal qualities. The evaluation format shall provide for a rating system both as to overall performance and as to the specific criteria set forth in the evaluation format.

The board shall meet annually and discuss the evaluation format with the superintendent and attempt in good faith to agree on the development and adoption of a mutually agreeable evaluation format.

Evaluation Process Timeline

1st Board Meeting in September: Superintendent submits finalized goals for current school year.

By December 30: Board provides a verbal informal progress review with the superintendent.

Second Board Meeting in May: Board meets in executive session to discuss end of the year evaluation based on domains set forth in this policy. Board Chair compiles information to generate end of the year written evaluation.

First Board Meeting in June: The Superintendent submits to the board chairman a proposed compensation package.

Second Board Meeting in June: The Board meets with the Superintendent to review the evaluation. The Board votes on Superintendent compensation package.

~~1st Board Meeting in January:~~ An informal progress review is conducted. The Superintendent Evaluation Instrument will have been completed by each board member. A composite will be made and is shared with the superintendent. The composite is not placed in the superintendent's personnel file. The superintendent submits a summary of progress made toward achieving goals.

~~1st Board Meeting in May:~~ The evaluation instrument shall be completed by each board member and submitted to the chairman. A Superintendent Review Committee shall be selected. The committee meets and produces a draft composite.

~~The board determines if it wants to have an evaluation meeting without the superintendent prior to the evaluation meeting when the superintendent is present.~~

~~2nd Board Meeting in May:~~ The board meets with the superintendent to review the evaluation. The superintendent provides the board with a copy of his/her self-evaluation.

~~Prior to the 1st Board Meeting in June:~~ A draft evaluation worksheet/composite is provided to the board members by the Superintendent Review Committee.

~~1st Board Meeting in June: The superintendent submits to the board chairman a proposed compensation package. The board provides the Superintendent Review Committee compensation package parameters.~~

~~Prior to the 2nd Board Meeting in June: The Superintendent Review Committee negotiates a tentative compensation package with the superintendent. The committee also provides the board with the final evaluation composite.~~

~~2nd Board Meeting in June: The board votes on the superintendent's compensation package as presented by the Superintendent Review Committee.~~

Negotiations with the superintendent are to be completed by June 30th.

Adopted: January 26, 1987

Revised: November 23, 1998

COMMUNITY RELATIONS:

Visitations to the Schools:

With the increase in security and the expectation of confidentiality, the Board of Education usually does not accept school visitors unless they are volunteers. The principal, in consultation with the superintendent, may determine that a school visit is appropriate for parents/guardians or others, and will ensure that the visit will not hinder the educational program.

All school visitors shall register in the school office or where indicated. Staff members should be alert for unauthorized visitors and promptly report their presence to the principal.

Loitering on school grounds is not permitted.

~~The Board of Education encourages parents and interested members of the community to visit their schools.~~

~~The Superintendent is authorized to establish such regulations as will:~~

- ~~1. Encourage visitors to observe our schools.~~
- ~~2. Provide for appropriate hospitality for visitors.~~
- ~~3. Channel expressions of approval as well as constructive criticism to the Board of Education.~~
- ~~4. Ensure that such visits will enhance the educational program.~~
- ~~5. Require all visitors to register in the Office of the Principal upon their arrival at the School.~~

Adopted: April 13, 1981

Reviewed: February 3, 2000

ADMIN. REG: 1250

COMMUNITY RELATIONS:

Visitations to the Schools:

The Public Schools of Somers are reflective of the community's "commitment to the future".

As participants in the schools' original construction, support of programming and role in the future, all parents and taxpayers are welcome to visit our schools.

To allow this to happen without disruption to our educational program, we urge parents or taxpayers to:

1. Contact the office of the principal when planning to attend, to avoid conflicts with programs.
2. Register at the office of the principal upon arrival.
3. Following such a visit, please forward either commendations or critiques to the Principal, preferably in writing.

Cross Reference: DBS [1312](#)

Adopted: October 25, 1982

Reviewed: September 28, 2000

May 28, 2003

Instruction

Live Animals in the Classroom

Service Animals (including Guide or Assistance Dogs)

The Board of Education does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The District will comply with Connecticut law concerning the rights of persons with guide or assistance dogs and with federal law and will permit such animals on school premises and on school transportation.

A “service animal” per 28 C.F.R. 35.104, for purposes of this policy is any dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual’s disability or necessary to mitigate a disability. Federal regulation 28 C.F.R. 35.104 provides examples of types of work or tasks that would qualify. Service animals do not include any other species of animal, whether wild or domestic, trained or untrained, except that a miniature horse will be permitted for use as a service animal if reasonable modifications can be made after assessing the specific factors listed in 28 C.F.R. 35.136(i). Animals whose sole function is to provide emotional support, well-being, comfort, companionship, or therapeutic benefits, or to act as a crime deterrent, are not service animals for the purpose of this policy.

Service animals perform some of the functions and tasks that individuals with disabilities cannot perform themselves. Service animals are not pets. There are several kinds of service animals that assist individuals with disabilities. Examples include but are not limited to, animals that:

- assist individuals who are blind or have severe sight impairments as “seeing eye dogs” or “guide dogs;”
- alert individuals with hearing impairments to sounds;
- pull wheelchairs or carry and pick-up items for individuals with mobility impairments; and
- assist individuals with mobility impairments with balance.

The District shall not assume or take custody or control of, or responsibility for, any assistance dog or the care or feeding thereof. The owner or person having custody and control of the dog shall be liable for any damage to persons, premises, property, or facilities caused by the service animal, including, but not limited to, clean up, stain removal, etc.

If, in the opinion of the School Principal or authorized designee, any assistance dog or other service animal is out of control in the school setting or during District transportation and the animal’s handler does not take effective action to control it, the permission granted pursuant to this policy may be immediately revoked. The parent or guardian of the student having custody and control of the dog or other service animal will be required to remove the dog or other used animal from District premises immediately.

Instruction

Live Animals in the Classroom

Service Animals (including Guide or Assistance Dogs) (continued)

The Principal or his/her designee may also exclude a service animal from school property if the animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications; the animal is not housebroken; or the presence or behavior of the animal fundamentally alters the service, program, or activity of the school system.

If the Principal or his/her designee excludes a service animal from school property, the Principal or designee must document the reasons for such exclusion and notify the Superintendent. The Superintendent or his/her designee will make a determination on whether a service animal will be allowed to return to school and, if reasonably possible, notify the individual with the disability in writing of the decision within five work days of the initial exclusion.

If any student or staff member assigned to the classroom in which an assistance dog or other service animal is permitted suffers an allergic reaction to the dog or other service animal, the person having custody and control of the dog/service animal will be required to remove the dog/service animal to a different location designated by the Building Principal or designee and an alternative plan will be developed with appropriate District staff. Such plan could include the reassignment of the person having custody and control of the dog/service animal to a different classroom assignment. This will also apply if an individual on school transportation suffers an allergic reaction. In this case, an alternate plan will be developed in coordination with appropriate school, District, and transportation staff including the involvement of the parents/guardian of the students.

When a student will be accompanied by an assistance dog/service animal at school or in other District facilities on a regular basis, such staff member or such student's parent or guardian, as well as the dog's/service animal's owner and any other person who will have custody and control of the dog/service animal will be required to sign a document stating that they have read and understood the foregoing.

Miniature Horses

The District will make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. In determining whether reasonable modifications in policies, practices or procedures can be made to allow a miniature horse into a specific facility, the following factors must be considered by the administration:

Instruction

Live Animals in the Classroom

Service Animals (including Guide or Assistance Dogs) (continued)

1. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
2. Whether the handler has sufficient control of the miniature horse;
3. Whether the miniature horse is housebroken; and
4. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

Liability

The Board of Education may hold the owner or handler of a service animal liable for any property damage caused by the animal to the same extent required by other Board policy or administrative regulations that impose liability for property damage. In addition, either the owner or handler, or both, may be liable for personal injury caused by the animal or related to the presence of the animal on school property.

The Superintendent of Schools or his/her designee shall be responsible for developing procedures to accommodate a student's use of an assistance dog or other service animal in District facilities and on school transportation vehicles.

Use of a Service Animal on School Property by School Visitors

A school visitor who is an individual with a disability may be accompanied by a service animal in accordance with all applicable state and federal laws and regulations and with policy #1250, Visits to Schools. A service animal that is accompanying a school visitor may be properly excluded from school property for the following reasons:

1. The animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications.
2. The animal is out of control and the animal's handler does not take effective action to control it.
3. The animal is not housebroken.
4. The presence or behavior of the animal fundamentally alters the service, program, or activity of the school system.

Instruction

Live Animals in the Classroom

Service Animals (including Guide or Assistance Dogs) (continued)

Delegation of Responsibility

The owner or handler of a service animal shall be solely responsible for:

1. Supervision and care of the animal, including any feeding, exercising, clean up and stain removal.
2. Leashing and properly restraining the animal at all times.
3. Damages to district buildings, property and vehicles caused by the animal.
4. Injuries to students, employees, volunteers and visitors caused by the animal.
5. Annual submission of documentation of vaccinations and immunizations.

(cf. 1250 – Visits to the Schools)

(cf. 6163.3 – Live Animals in the Classroom)

Legal References: Connecticut General Statutes

10-221 Boards of education to prescribe rules, policies and procedures.

46a-42 Mobility impaired person.

46a-44 through 46a-64 Public accommodations and transportation, admittance to. (Access of guide and assistance dogs to modes of public transportation and in places of public accommodation.)

Section 504 and the Federal Vocational Rehabilitation Act of 1973, 20 U.S.C. 706(7)(b), 29 U.S.C. 705 (20), 794, 34 C.F.R. pt. 104; G.S. 130A-185, 168 article 1, 168A-3 through -7.

American Disability Act 42 U.S. C12101 *et seq.*, 28 C.F.R. pt. 35.

Individuals with Disabilities Act, 20 U.S.C. 1400 *et seq.*

28 C.F.R. Parts 35 & 36, “Nondiscrimination on the Basis of Disabilities in State and Local Government Services; Final Rules