

**Somers Board of Education Meeting**  
**Monday, November 12, 2018 7:00 PM**  
Board of Education Room, [Address], [City], CT [Zip]

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MINUTES
  1. Draft Minutes of October 29, 2018 Board of Education Meeting 3  
The Board is to review and approve the draft Minutes of October 29, 2018 Board of Education Meeting.
4. AUDIENCE TO CITIZENS/STAFF/STUDENTS
5. CORRESPONDENCE
6. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS
7. CONSENT AGENDA
  1. Warrant of November 12, 2018 8  
Board to consent to Warrant of November 12, 2018 in the amount of \$257,286.07.
  2. 2nd Warning of Somers Policy DBS 3324.1 - Business Contracts 13  
2nd Warning of Somers Policy DBS 3324.1 - Business Contracts
  3. 2nd Warning of Somers Policy DBS 4112.1 Staff Contracts 14  
2nd Warning of Somers Policy DBS 4112.1 Staff Contracts
  4. 2nd Warning of Somers Policy DBS 4112.2 Staff Certification 15  
2nd Warning of Somers Policy DBS 4112.2 Staff Certification
  5. 2nd Warning of Somers Policy DBS 4113.2 Cert. Change of Status 18  
2nd Warning of Somers Policy DBS 4113.2 Cert. Change of Status
  6. 2nd Warning of Somers Policy DBS 4115 - Personnel Certified - Evaluations 19  
2nd Warning of Somers Policy DBS 4115 - Personnel Certified - Evaluations
8. NEW BUSINESS
  1. SHS Field Trip Overnight 24  
Somers High School Music Department will be taking students to the All State Festival in Hartford at the Connecticut Convention Center from April 11th thru April 13th, 2019.
  2. 1st Warning Somers Policy DBS 4148 4248 Cert/NonCert Employee Protections 27  
1st Warning Somers Policy DBS 4148 4248 Cert/NonCert Employee Protections
  3. 1st Warning Somers Policy DBS 4148.1 -to Delete 29  
1st Warning Somers Policy DBS 4148.1 -to Delete
  4. 1st Warning Somers Policy DBS 5141.21 Admin Reg definitions 30  
1st Warning Somers Policy DBS 5141.21 Admin Reg definitions
  5. 1st Warning Somers Policy DBS 5144.1 Student - Restraint 40  
1st Warning Somers Policy DBS 5144.1 Student - Restraint
9. OLD BUSINESS
10. ADMINISTRATIVE REPORTS
  1. Curriculum Presentations on Social Studies and Science 48  
Dr. Irene Zytka will do Curriculum Presentations on Social Studies and Science.
  2. 2018-19 Professional Development Plan 50  
Dr. Irene Zytka will present the Board with the 2018-2019 Professional Development Plan.
  3. Five-Year Somers Public Schools Technology Plan 52  
Rob Wilson will present the Board of Education with the five-year Somers Public Schools Technology Plan.
  4. Veteran's Day Report 53  
A report that shows what all schools are doing on Veteran's Day.
  5. Long-Range Facility Plan Update

The Superintendent will update the Board on the Long-Range Facility Plan Update.

6. Superintendent Update

Our Superintendent will update the Board on current events.

11. COMMITTEE REPORTS

1. CURRICULUM

2. POLICY

3. SALARY & NEGOTIATION

4. PLANNING

12. OTHER

13. ADJOURNMENT

DRAFT

**Somers Board of Education Meeting Minutes**  
October 29, 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

Others: Bill Boutwell, Dr. Irene Zytka, Dr. Denise Messina, Edwin Genece, Donovan Ocasio

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

**3. STUDENT REPRESENTATIVES' REPORT**

**Discussion:** Somers High School representatives, Edwin Genece and Donovan Ocasio, updated the Board on SHS events. The Varsity Boys Soccer team won 5-2 on 10/18/18 and is currently ranked first in the State. Spirit week was hosted by Sophomores. The SHS Pops Concert will be held on Thursday, 11/1/18, and Friday, 11/2/18. Kylie Raymond won the XC State Championship. The Seniors are planning the semiformal. Many students are auditioning for the Eastern Regional Festival. The Interact Club is raising funds to supply the Somers Public Library with a telescope. The SHS French teacher, Mrs. Gustafson, has been welcomed as the new Assistant Principal. Ms. Meyers has spent her first week at SHS as the new French teacher. The NHS Induction Ceremony will be held at SHS on 11/5/18 and is welcoming 20 new members. Students Against Destructive Decisions finished their Ribbon Week last week where students pledged to be drug free.

**4. APPROVAL OF MINUTES**

**4.1. Approval of Board's Minutes of October 15, 2018**

**Rationale:** Approval of Board's Minutes of October 15, 2018

**Motion Passed:** Motion to approve the minutes of the 10/15/18 Board of Education Meeting passed with a motion by Barbara Capuano and a second by Jan Martin. **8 Yeas - 0 Nays.**

**5. AUDIENCE TO CITIZENS/STAFF/STUDENTS**

**6. CORRESPONDENCE**

## 7. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS

**Motion Passed:** Motion to delete item 9.3 (1st Warning of Somers Policy DBS 3511 – Contracts) passed with a motion by Anne Kirkpatrick and a second by Sarah Bollinger. **8 Yeas - 0 Nays.**

## 8. CONSENT AGENDA

**Motion Passed:** Motion to approve the whole consent agenda as presented passed with a motion by Anne Kirkpatrick and a second by Sarah Bollinger. **8 Yeas - 0 Nays.**

### 8.1. Warrant of October 29, 2018

**Rationale:** Warrant of October 29, 2018 in the amount of \$200,467.64.

### 8.2. Resignation of Attendance Secretary at Somers High School

**Rationale:** Mrs. Rhonda Rawlinitis, Attendance Secretary at Somers High School, has put in her resignation letter with her last day being October 26, 2018.

### 8.3. 2nd Warning New Textbook - "Hidden Roots" by Joseph Bruchac - 8th Grade Language Arts

**Rationale:** 2nd Warning New Textbook - "Hidden Roots" by Joseph Bruchac - 8th Grade Language Arts. Board Curriculum Committee members will answer any questions.

### 8.4. 2nd Warning New Textbook - "How Navy SEAL's Lead and WIN" by Jocko Willink and Leif Babin - Academic and College English 12

**Rationale:** 2nd Warning New Textbook - "How Navy SEAL's Lead and WIN" by Jocko Willink and Leif Babin - Academic and College English 12. Board Curriculum Committee members will answer any questions.

## 9. NEW BUSINESS

### 9.1. Approval of 2019-20 Budget Process and Calendar

**Rationale:** Superintendent will present the 2019-20 Budget Process and Calendar to the Board.

**Motion Passed:** Motion to approve the 2019-20 Budget Process and Calendar as presented but subject to change if needed passed with a motion by Jan Martin and a second by Jeremy Anderson. **8 Yeas - 0 Nays.**

### 9.2. 1st Warning of Somers Policy DBS 3324.1 - Business Contracts

**Rationale:** 1st Warning of Somers Policy DBS 3324.1 - Business Contracts

**Discussion:** Questions may be directed to Anne Kirkpatrick or any member of the Policy Committee.

### 9.3. 1st Warning of Somers Policy DBS 4112.1 Staff Contracts

**Rationale:** 1st Warning of Somers Policy DBS 4112.1 Staff Contracts

**Discussion:** Questions may be directed to Anne Kirkpatrick or any member of the Policy Committee.

**9.4. 1st Warning of Somers Policy DBS 4112.2 Staff Certification**

**Rationale:** 1st Warning of Somers Policy DBS 4112.2 Staff Certification

**Discussion:** Questions may be directed to Anne Kirkpatrick or any member of the Policy Committee.

**9.5. 1st Warning of Somers Policy DBS 4113.2 Cert. Change of Status**

**Rationale:** 1st Warning of Somers Policy DBS 4113.2 Cert. Change of Status

**Discussion:** Questions may be directed to Anne Kirkpatrick or any member of the Policy Committee.

**9.6. 1st Warning of Somers Policy DBS 4115 - Personnel Certified - Evaluations**

**Rationale:** 1st Warning of Somers Policy DBS 4115 - Personnel Certified – Evaluations

**Discussion:** Questions may be directed to Anne Kirkpatrick or any member of the Policy Committee.

**10. OLD BUSINESS**

**11. ADMINISTRATIVE REPORTS**

**11.1. Curriculum Report on Math**

**Rationale:** Dr. Zytka will present to the Board the Curriculum Report on Math.

**Discussion:** Dr. Irene Zytka, Director of Curriculum, reported on the Math curriculum. SES and MBA are examining current math textbooks to purchase next year. SES continues to focus on the Math workshop model. Geometry at SHS is slated for new textbooks for the 2019-20 school year. SHS is also examining a new Math semester course for 2020-21. Dr. Zytka discussed a new IXL feature called Diagnostic which examines students' progress and recommends areas of practice. Dr. Zytka would like to include this new IXL feature during a PD day.

**11.2. Curriculum Report on World Languages**

**Rationale:** Dr. Zytka will present to the Board the Curriculum Report on World Languages.

**Discussion:** Dr. Irene Zytka, Director of Curriculum, updated the Board on the World Languages curriculum. The sixth grade World Language teacher transferred to SHS to fill the French position since C. Gustafson was appointed Assistant Principal at SHS. An experienced long-term substitute was hired to fill the sixth grade World Language position for the remainder of the year. Ms. Meyers completed the course curriculum, so the MBA transition should be smooth. Dr. Zytka will be examining the K-6 program and will update the BOE in the spring.

### **11.3. Forecast of Pupil Services Challenges**

**Rationale:** Dr. Messina will present her report, "Forecast of Pupil Services Challenges," to the Board.

**Discussion:** Dr. Denise Messina, Director of Pupil Services, updated the BOE on the trends and forecast for Pupil Services. She explained that Pupil Services Personnel refers to counselors, school social workers, and school psychologists to provide assessment, diagnosis, and support access to public education. Dr. Messina first discussed the Somers Public Schools 504 Plan which is a law extending protection to individuals with disabilities not covered under IDEA. The general educators are obligated to provide reasonable accommodations. The Director of Pupil Services is the district's 504 coordinator. In each school building, the Principal is the 504 coordinator or designates a 504 coordinator. There has been a 74% increase in referral caseloads since 2015-16 (SES-41 students, MBA-35 students, SHS-32 students, Magnet-7 students). An increased caseload leads to increased demands on administration. The causes/trends leading to increased caseloads stem from expanded legal compliance guidance; increased referral rate from staff; increased referral rate from parents, pediatricians, therapists; and, increased eligibility due to mental health demands primarily from ADHD, ASD, and anxiety. There has been a 17% increase in anxiety disorder diagnosis by health care providers in the past ten years. She discussed various reasons and causes of increased anxiety as well as numerous anxiety disorders. Dr. Messina discussed the Pupil Services infrastructure within each school and who is designated as the 504 coordinator. SES carries the biggest demand with the highest population out of the three schools and only one counselor (504 coordinator), one school psychologist, and two administrators. She also explained how there is a big demand on the classroom teachers since it is the general educators' obligation to fulfill 504 accommodations. Dr. Messina reported that there has been a statewide increase in Special Ed/IEP's from 11.45% in 2008 to 14.5% in 2017 with SPS increasing by 3.9% over nine years. This rise is due to an increase in referral rate; a shift from "truancy" to school avoidance/anxiety; an increase in 603/DCF foster assignment, McKinney Vento identification, psychiatric hospitalization, EMPS/211 referrals; changes in identification of diagnoses; and, legal compliance guidance. There has been a shift in the way educators look at misbehavior. At SPS, there has been a 370% increase regarding ADD/ADHD/Anxiety over nine years, a 93% increase of Autism Spectrum Disorder over nine years, and a near 69% decrease in Emotional Disturbance over nine years. The total cost of Out of District/High Cost Tuition and Transportation in 2017-2018 was \$1,108,340 of which 25% was transportation. There are 117 students on 504 plans and 202 students with IEP's which equals 23% of the total student population as of October 2018. At least 1 in 5 students have been identified with a disability in Somers. Superintendent Czaplá stated that this is a national issue.

### **11.4. Somers Public Schools Organizational Chart**

**Rationale:** The 2018-19 Somers Public Schools Organizational Chart is presented to the Board for review.

**Discussion:** Superintendent Czapla stated that the organizational chart was provided for informational purposes.

### **11.5. Superintendent's Update**

**Rationale:** Superintendent will update the Board on recent events.

**Discussion:** Superintendent Czapla reported that he sent out an update on Friday and that there was no new information to report.

## **12. COMMITTEE REPORTS**

### **12.1. CURRICULUM**

**Discussion:** No report.

### **12.2. POLICY**

**Discussion:** Anne Kirkpatrick reported that the committee met prior to the Board of Education meeting on 10/29/18 and will have four policies to warn at the next BOE meeting. The next Policy Committee meeting will be held on 11/26/18 at 6:15 p.m.

### **12.3. SALARY & NEGOTIATION**

**Discussion:** No report.

### **12.4. PLANNING**

**Discussion:** Chairman Devlin reported that there will be a meeting next week.

## **13. OTHER**

**Discussion:** Sarah Bollinger reported that she has heard of parents complaining about the weight of backpacks and if anything can be done to reduce the weight. Superintendent Czapla stated that SPS is attempting to reduce textbooks while utilizing more online resources.

Anne Kirkpatrick reminded the BOE of Election Day next week.

## **14. ADJOURNMENT**

**Motion Passed:** Motion to adjourn at 8:20 p.m. passed with a motion by Jan Martin and a second by Sarah Bollinger. **8 Yeas - 0 Nays.**

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Rick Lees, Board of Education Secretary                      Date

Shannin Burns, BOE Recording Secretary

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

Report # 54798

Check Batch: 21523  
 Check Header: (N / A)  
 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
 Cash Account Numbers: (First) - (Last)  
 Bank Account Code: (N/A)  
 Check Authorization Code: AP GB  
 Minimum Check Amount: \$0.00  
 Sorted By:  
 Include Payable Information: No  
 Include Payable Dist Information: No  
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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Approved by:  Date: 11/8/18  
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 William B. Boutwell, Director of Business Services

21523	16014	11/12/2018	V60790	Alternative Access Assistive Technology	0.00	1,922.50
	16015	11/12/2018	V52670	SYNCB/AMAZON	0.00	743.57
	16016	11/12/2018	V52306	AmeriPride Services, Inc	0.00	305.46
	16017	11/12/2018	V60040	Anthem Life Insurance Company	0.00	2,224.85
	16018	11/12/2018	V60313	Apperson	0.00	365.79
	16019	11/12/2018	V61427	Atlas Door Systems	0.00	25.52
	16020	11/12/2018	V54164	Auto Tek LLC	0.00	759.37
	16021	11/12/2018	V00121	CABE	0.00	30.00
	16022	11/12/2018	M52866	CAPP USA	0.00	418.98
	16023	11/12/2018	V60025	CCP Industries	0.00	48.02
	16024	11/12/2018	V02367	ConnCASE	0.00	200.00
	16025	11/12/2018	V61455	ConnectiCare, Inc	0.00	163,087.71
	16026	11/12/2018	V61473	COX Business	0.00	112.37
	16027	11/12/2018	V60709	DBS Financial Services LLC	0.00	1,869.39
	16028	11/12/2018	V60089	Dime Oil Company LLC	0.00	252.07
	16029	11/12/2018	V53276	EdAdvance	0.00	800.00
	16030	11/12/2018	V00295	Education Week Magazine	0.00	97.00
	16031	11/12/2018	V61230	ENGIE Resources	0.00	4,478.45
	16032	11/12/2018	V00159	Eversource Energy	0.00	3,518.05
	16033	11/12/2018	V54168	First Student, Inc	0.00	1,137.42

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

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	16034	11/12/2018	V53718	Free Spirit Publishing	0.00	42.92
	16035	11/12/2018	V61017	Frontier Communications	0.00	47.94
	16036	11/12/2018	E00513	Galloway, Emily	0.00	37.50
	16037	11/12/2018	V01830	Gerry's Music Shop, Inc.	0.00	363.90
	16038	11/12/2018	V00511	Grainger	0.00	228.76
	16039	11/12/2018	E00126	Grenier, Lisa	0.00	7.09
	16040	11/12/2018	E00129	Gustafson, Cheryl	0.00	330.00
	16041	11/12/2018	V21177	Home Depot CRC	0.00	188.85
	16042	11/12/2018	E00163	Kapner, Rob	0.00	51.23
	16043	11/12/2018	V61444	Morgan Stanley	0.00	60,000.00
	16044	11/12/2018	V01013	NASCO Fort Atkinson	0.00	20.39
	16045	11/12/2018	V61479	Neal Sign Service	0.00	600.00
	16046	11/12/2018	V60983	OMNI Group, The	0.00	22.00
	16047	11/12/2018	V53849	NCS Pearson, Inc.	0.00	1,304.94
	16048	11/12/2018	V52686	Plimpton & Hills	0.00	98.09
	16049	11/12/2018	V60068	Pro-Ed, Inc.	0.00	73.00
	16050	11/12/2018	V51134	Richco Products, Inc.	0.00	102.00
	16051	11/12/2018	V60639	Robotics Education & Competition Foundat	0.00	150.00
	16052	11/12/2018	V01292	School Specialty, Inc.	0.00	2,990.39
	16053	11/12/2018	V51324	Sherwin-Williams Co., The	0.00	272.80
	16054	11/12/2018	V61474	Smart Sign	0.00	23.53
	16055	11/12/2018	V02725	Time For Kids	0.00	326.70
	16056	11/12/2018	V60044	Troxell Communications	0.00	140.00
	16057	11/12/2018	V60819	Turf Products	0.00	633.64
	16058	11/12/2018	V53987	U.S. Bank Equipment Finance, Inc	0.00	2,537.10
	16059	11/12/2018	V54059	Verizon Wireless	0.00	635.08
	16060	11/12/2018	V61404	Voice New England	0.00	1,168.74
	16061	11/12/2018	V53413	W. B. Mason Co., Inc.	0.00	1,072.31
	16062	11/12/2018	V61410	Cardmember Service	0.00	6.90
	16063	11/12/2018	V02738	William V. MacGill & Co.	0.00	1,164.33
	16064	11/12/2018	V61445	Willie Ross School of the Deaf, The	0.00	115.00
	16065	11/12/2018	A00036	Zinker, Todd	0.00	88.23
	16066	11/12/2018	E00233	Zytka, Dr. Irene	0.00	46.19
<b>Totals:</b>					0.00	\$257,286.07

53 Checks Listed.

# Somers Board of Education General Journal Register

Report # 54796  
Batch: 21479  
Transaction: N/A  
Show Summary Only: Yes

<b>Batch #</b> 21479	<b>Control Total</b> \$257,286.07	<b>Status</b> Posted	<b>Created By</b> Lbergamini	<b>Created On</b> 11/05/2018	<b>Last Updated By</b> Lbergamini	<b>Last Updated On</b> 11/08/2018
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General Ledger Distribution Summary						
Period, Fiscal Year	Account Number	Account Description	DTF Base	Over Budget	Debits	Credits
<b>November, 2019</b>						
<b>Generated Distributions</b>						
	10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			257,335.72	0.00
	10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	257,335.72
		Total Generated Distributions			<u>\$257,335.72</u>	<u>\$257,335.72</u>
<b>User-Entered Distributions</b>						
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			20.99	0.00
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	257,307.06
	10-100-2-2-14-241-611-01-5-00155	K-5 - GENERAL SUPPLIES			23.53	0.00
	10-100-2-2-14-242-611-01-5-00771	K-5 - FIRST GRADE SUPPLIES			37.50	0.00
	10-100-2-2-20-242-611-01-5-00169	K-5 - MUSIC SUPPLIES			363.90	0.00
	10-100-2-2-22-242-611-01-5-00193	K-5 - PHYSICAL ED SUPPLIES			237.20	0.00
	10-100-2-2-28-242-611-01-5-00202	K-5 - SCIENCE/HEALTH SUPPLIES			326.70	0.00
	10-100-2-3-12-242-611-01-5-00182	MA - TECHNOLOGY ED SUPPLIES			134.12	0.00
	10-100-2-3-14-241-611-01-5-00157	MA - GENERAL SUPPLIES			413.20	0.00
	10-100-2-3-18-242-611-01-5-00189	MA - MATH SUPPLIES			62.84	0.00
	10-100-2-3-22-242-611-01-5-00194	MA - PHYSICAL ED SUPPLIES			129.00	0.00
	10-100-2-3-27-242-611-01-5-01682	MA - REMEDIAL READING SUPPLIES			101.73	0.00
	10-100-2-3-28-242-611-01-5-00204	MA - SCIENCE SUPPLIES			23.17	0.00
	10-100-2-4-02-242-611-01-5-00165	HS - ART SUPPLIES			2,753.19	0.00
	10-100-2-4-12-242-611-01-5-00183	HS - TECHNOLOGY ED SUPPLIES			150.00	0.00
	10-100-2-4-14-241-611-01-5-00159	HS - GENERAL SUPPLIES			63.60	0.00
	10-100-2-4-26-242-611-01-5-00186	HS - READING SUPPLIES			141.60	0.00
	10-100-2-4-28-242-611-01-5-00206	HS - SCIENCE SUPPLIES			20.39	0.00
	10-120-9-2-98-242-611-01-5-00232	SW - GIFTED & TALENTED SUPPLIE		Yes	995.00	0.00
	10-120-9-9-50-137-810-05-5-00059	SP ED - INSTITUTIONAL DUES			200.00	0.00
	10-120-9-9-98-243-611-01-5-01002	SP ED - TESTING			382.94	0.00
	10-120-9-9-98-955-330-02-5-01142	SPED - CONSULTANT FEES			115.00	0.00
	10-120-9-9-98-955-330-02-5-01674	SP ED - CONTRACTED SERVICES			1,922.50	0.00
	10-210-2-4-32-242-611-01-5-01677	HS - PBIS SUPPLIES			80.00	0.00
	10-212-2-3-46-242-611-02-5-00224	MA - GUIDANCE INSTRUCT. SUPPLY			42.92	0.00
	10-213-3-4-48-421-323-02-5-01146	SW HEALTH SUPPLIES			1,164.33	0.00

## Somers Board of Education General Journal Register

Report # 54796

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
21479	\$257,286.07	Posted	Lbergamini	11/05/2018	Lbergamini	11/08/2018
10-219-1-5-50-134-690-05-5-00875		SW - PROF DEVELOPMENT SUPPLIES		Yes	46.19	0.00
10-221-1-3-50-251-580-05-5-00263		MA - TRAVEL/IN-SERVICE			136.09	0.00
10-221-1-3-50-251-580-05-5-00264		MA - PRINCIPAL'S TRAVEL			51.23	0.00
10-221-1-4-50-251-580-05-5-00267		HS - TRAVEL/IN-SERVICE			7.09	0.00
10-222-1-5-72-231-690-03-5-00810		CO - NEWSPAPERS & MAGAZINES		Yes	97.00	0.00
10-222-2-5-44-233-611-03-5-00149		SW - A.V. MATERIALS			505.79	0.00
10-231-1-5-74-134-330-10-5-00045		B.O.E. - OTHER PROF. SERVICES		Yes	822.00	0.00
10-232-1-5-72-132-530-04-5-00039		CO - POSTAGE			6.90	0.00
10-232-1-5-72-251-580-05-5-00271		CO - TRAVEL/IN-SERVICE			30.00	0.00
10-232-6-5-66-830-440-04-5-00525		CO - COPIER RENTAL			634.26	0.00
10-232-8-5-66-910-730-04-5-00614		CO - CAPITAL OUTLAY EQUIPMENT			432.90	0.00
10-240-1-3-40-258-690-04-5-00303		MA - OFFICE SUPPLIES			149.14	0.00
10-240-1-4-50-137-810-05-5-00056		HS - INSTITUTIONAL DUES			250.00	0.00
10-240-6-2-66-830-440-04-5-00523		K-5 - COPIER RENTAL			634.28	0.00
10-240-6-3-66-830-440-03-5-00527		MA - COPIER RENTAL			634.28	0.00
10-240-6-4-66-830-440-04-5-00763		HS - COPIER RENTAL			634.28	0.00
10-260-1-5-64-642-530-04-5-01217		SW - COMMUNICATION SUPPLIES			1,168.74	0.00
10-260-5-2-62-722-430-08-5-01141		K-5 BUILDING REPAIRS			155.24	0.00
10-260-5-2-64-642-530-04-5-00363		K-5 - TELEPHONE		Yes	150.50	0.00
10-260-5-3-64-642-530-04-5-00365		MA - TELEPHONE		Yes	196.56	0.00
10-260-5-4-38-722-430-01-5-00393		HS - QUANTITY FOODS MAINT.			305.46	0.00
10-260-5-4-64-642-530-04-5-00366		HS - TELEPHONE		Yes	103.55	0.00
10-260-5-5-64-642-530-04-5-00367		CO - TELEPHONE			344.78	0.00
10-260-5-6-62-650-613-05-5-00377		SW - CUSTODIAL SUPPLIES			102.00	0.00
10-260-5-6-62-722-430-08-5-00430		MA - BUILDING MAINTENANCE			623.32	0.00
10-260-5-6-62-722-430-08-5-00435		SW - THERMOSTAT/CONTROLS			313.95	0.00
10-260-5-6-62-722-430-08-5-00439		HS - BUILDING MAINTENANCE			155.23	0.00
10-260-5-6-62-722-430-08-5-00440		SW - EQUIPMENT REPAIR			759.37	0.00
10-260-5-6-62-722-430-08-5-00445		SW - TOOL SUPPLY			48.02	0.00
10-260-5-6-62-722-430-08-5-00451		SW - MOWER MAINTENANCE			633.64	0.00
10-260-5-6-62-722-430-08-5-00467		SW - GENERAL PAINT			272.80	0.00
10-260-5-6-62-722-430-08-5-00884		MAINT. - BUILDING MAINTENANCE			25.52	0.00
10-260-5-6-62-722-430-08-5-00886		SW - PLUMBING SUPPLIES			152.82	0.00
10-260-5-6-64-641-620-05-5-00358		K-5 - ELECTRICITY			5,387.44	0.00
10-260-5-6-64-641-620-05-5-00360		MA - ELECTRICITY			4,478.45	0.00
10-279-4-3-42-530-580-06-5-00336		MA - ATHLETIC TRIPS			554.29	0.00
10-279-4-5-84-722-627-12-5-00341		SW - GASOLINE SCHOOL VEHICLES			252.07	0.00
10-279-7-4-20-530-580-07-5-00268		HS - BAND TRAVEL			583.13	0.00

## Somers Board of Education General Journal Register

Report # 54796

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
21479	\$257,286.07	Posted	Lbergamini	11/05/2018	Lbergamini	11/08/2018
10-280-6-5-82-820-200-13-5-00512		LIFE AND AD&D INSURANCE			2,224.85	0.00
10-280-6-5-82-820-200-13-5-00855		PENSION			60,000.00	0.00
10-280-6-5-82-820-200-13-5-01228		SW - HEALTH SAVINGS ACCOUNT			163,087.71	0.00
10-320-2-4-54-880-690-07-5-00602		HS - ACADEMIC AWARDS			183.60	0.00
10-320-2-4-54-880-690-07-5-00602		HS - ACADEMIC AWARDS			0.00	20.99
10-320-7-3-42-880-590-06-5-00596		MA - OFFICIALS			88.23	0.00
Total User-Entered Distributions					<u>\$257,328.05</u>	<u>\$257,328.05</u>
Total for November, 2019					<u>\$514,663.77</u>	<u>\$514,663.77</u>
<b>Grand Total for Batch # 21479</b>					<u><b>\$514,663.77</b></u>	<u><b>\$514,663.77</b></u>

157 Transactions Listed.

## DBS CODE 3324.1

**CZAPLA NOTES:** reporting to BOE would be a substantial administrative burden due to the numerous contracts we engage in.

### BUSINESS:

#### Contracts:

All contracts between the district and outside agencies shall conform to prescribed standards as required by law.

All contracts between the district and outside agencies shall be prepared under the supervision of the Central Office Administration and where appropriate, subject to approval of the legal advisor of the district.

Any service contract, maintenance contract, or purchase agreement will be subject to approval by the superintendent. ~~who will report these to the Budget Committee annually during the normal budget preparation process. Any new contracts will be brought to the Budget Committee as the need arises.~~ Any lease purchase or purchase agreement for more than one year and more than ~~\$5,000~~ \$15,000 must be approved by a simple majority vote of ~~both the Budget Committee and~~ the Board of Education.

#### Affirmative Action:

This school district shall not enter into any contract with a person, agency or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, religious creed, age, marital status, national origin, sex or physical handicap or disability, either in employment practices or in the provision of benefits or services to students or employees.

Legal Reference: Title VII, Civil Rights Act, as amended by

Title IX, Equal Employment Opportunity Act

Title IX of the Education Amendments of 1972

(Higher Education Act)

**Adopted: November 24, 1980**

**Revised: January 10, 2000**

**DBS CODE 4112.1**

CZAPLA NOTES: More realistic reporting period

PERSONNEL - CERTIFICATED:

Contracts:

Salary agreements as per negotiated contracts shall be issued by the Superintendent to its employees annually. They shall be signed and returned to the Superintendent within ten school days. By June ~~1st~~, 30<sup>th</sup> the Superintendent shall summarize staff changes to the Board of Education for the coming year.

Cross Reference: 4112, 4212 - Appointment of Staff

**Adopted: November 9, 1981**

**Revised: November 26, 2001**

**CZAPLA NOTES: Crossed out text cites state law which could change. We are covered with the first paragraph.**

## PERSONNEL

### Certification

Every instructional employee shall be certified according to the provisions of applicable state law.

It is the responsibility of the employee to submit proof of appropriate certification to the school system prior to the commencement of employment with the Somers Public Schools. The school system will maintain a record of the employee's credential as required by law.

It shall be the sole responsibility of the certified employee to see that his/her credentials for certification are completed before the date of expiration and to file the completed certification with the school system.

In the event of a lapse in certification, employee's status shall be immediately changed to "Substitute" (per diem) with no benefits, and his/her salary will be reduced to the current rate of pay for substitutes. If employee fails to obtain appropriate certification within 40 days s/he may be subject to termination of employment. If, within a reasonable period of time following a lapse in certification, employee provides evidence of appropriate certification, the employee's salary and benefits shall be reinstated, retroactive to the effective date of certification.

On or after July 1, 2018, to qualify for a professional educator certificate, an individual with a provisional educator certificate must hold a master's degree in an appropriate subject matter area, as determined by the State Board of Education, related to the teacher's certification endorsement area.

~~Upon application, a teacher from another state who has taught under an appropriate certificate in such other state, U.S. possessions or territories of the District of Columbia or the Commonwealth of Puerto Rico for a minimum of two or more years in the past ten years, and is nationally board certified, and satisfies the requirements of the appropriate interstate agreement shall be issued a teaching certification by the State Board of Education as permitted by statute. Such teacher shall be exempt from completing the beginning educator program based on such teaching experience upon a showing of effectiveness as a teacher, as determined by the State Board of Education, which may include, but not be limited to, a demonstrated record of improving student achievement.~~

~~Also, upon application, a teacher from an approved Connecticut private school shall be subject to the same provisions as listed above.~~

### ~~Distinguished Educator Designation~~

~~The Board of Education encourages certified staff to aspire and to achieve the designation of "Distinguished Educator." To achieve this designation, the individual must hold a professional educator certificate, have taught successfully for at least five years, have advanced education in addition to a master's degree, that can include training in mentorship or coaching teachers, and meets the performance requirements established by the State Board of Education. Teachers, so designated, will be considered eligible to serve as mentors for the District's teacher education and mentoring program.~~

Legal Reference: Connecticut General Statutes

[10-145b](#) Teaching certificate as amended by P.A. 12-116 An Act Concerning Educational Reform and P.A. 15-108 An Act Concerning Teacher Certification Requirements for Shortage Areas, Interstate Agreements for Teacher Certification Reciprocity, Minority Teacher Recruitment and Retention and Cultural Competency Instruction and PA 17-173 An Act Concerning Minor Revisions and Additions to the Education Statutes and PA 17-68, An Act Concerning Various Revisions and Additions to the Education Statutes)

[10-146c](#) Interstate agreements to facilitate educator certification (as amended by P.A. 15-108)

[10-145d](#) State board regulations for teacher certificates et. al. (as amended by P.A. 12-116, An Act Concerning Educational Reform)

[10-145o](#) Teacher education and mentoring program (as amended by P.A. 12-116, An Act Concerning Educational Reform)

20 U.S.C. 1119 - No Child Left Behind Act of 2001

34 C.F.R. 200.55 - Federal Regulations Regarding Highly Qualified Teachers

**Adopted: February 9, 1981**

**Reviewed: April 16, 2001**

**October 24, 2001**

**Revised: February 22, 2010**

**Revised: October 9, 2012**

**Revised: November 9, 2015**

**Revised: November 13, 2017**

**DBS CODE 4113.2**

PERSONNEL - CERTIFICATED:

Assignment:

Change of Status:

When a teacher is eligible to move to a different degree status, a written report, accompanied by a certificate showing evidence that the degree has been earned, shall be submitted to the Superintendent. ~~prior to October 1. After certification has been recorded, the change in salary shall be made retroactive to September 1.~~

~~If the change in status has not been requested by October 1, the change in salary will not be effective until the following September.~~

For further information see the latest working agreements of the Somers Educational Association and the Somers Administrative Association with the Somers Board of Education.

**Adopted: July 6, 1981**

~~For further information see the latest working agreements of the Somers Educational Association and the Somers Administrative Association with the Somers Board of Education.~~

**CZAPLA NOTES: Policy too prescriptive in development of evaluation plan. We review our evaluation plans frequently and make changes based on CSDE and teacher recommendations.**

## Personnel - Certified

### Evaluation and Support Program

~~It is universally accepted that good teaching is the most important element in a sound educational program. Student learning is directly affected by teacher competence; therefore, teacher evaluation shall be accomplished using a teacher evaluation plan which demonstrates a clear link between teacher evaluation, professional development and improved student learning. (The educator evaluation and support plan or revisions must be approved annually by the State Department of Education prior to District implementation.)~~

The Board of Education shall adopt and implement a teacher evaluation and support program. Such teacher evaluation and support program shall be developed through mutual agreement with the District's Professional Development and Evaluation Committee.

The submission of the District's evaluation plans for SDE review and approval, including flexibility requests, shall take place no later than the annual deadline set by the State Department of Education.

~~Appraisal of teaching performance should serve three purposes:~~

- ~~1. To raise the quality of instruction and educational services to the children of our community resulting in improved student learning.~~
- ~~2. To raise the standards of the teaching profession as a whole.~~
- ~~3. To aid the individual teacher to grow professionally, linking district wide teacher evaluation and professional development plans.~~

~~Evaluation of teacher performance must be a cooperative, continuing process designed to improve student learning and the quality of instruction.~~ The Superintendent shall annually evaluate or cause to be evaluated all certified employees in accordance with the teacher/administrator evaluation and support program, developed through mutual agreement with the Professional Development and Evaluation Committee for the District. The required union representation on such committee shall include at least one representative from each of the teachers' and administrators' unions. ~~The teacher shares with those who work with the teacher the responsibility for developing effective evaluation procedures and instruments and for the development and maintenance of professional standards and attitudes regarding the evaluation process.~~

~~The Board of Education shall adopt and implement a teacher evaluation and support program. Such teacher evaluation and support program shall be developed through mutual agreement with the District's Professional Development and Evaluation Committee.~~

~~The system-wide program for evaluating the instructional process and all certified personnel is viewed as one means to improve student learning and insure the quality of instruction. The evaluation plan shall include, but need not be limited to, strengths, areas needing improvement, strategies for improvement and multiple indicators of student academic growth. \*Further, claims of failure to follow the established procedures of such teacher evaluation and support program shall be subject to the grievance procedure in collective bargaining agreements negotiated subsequent to July 1, 2004.~~

~~The Superintendent and all employees whose administrative and supervisory duties equal at least 50% of their time shall include a minimum of fifteen hours of training in the evaluation of teachers pursuant to Section 10-151b, as part of the required professional development activity during each five year period for reissuance of their professional educator certificate.~~

~~The Superintendent shall annually evaluate or cause to be evaluated each teacher and administrator in accordance with the teacher evaluation and support program and may conduct additional formative evaluations toward producing an annual summative evaluation.~~

~~In the event that a teacher or an administrator does not receive a summative evaluation during the school year, such individual shall receive a rating of "not rated" for that year.~~

~~The Superintendent shall report to the Board by June 1st annually on the status of the evaluations. In addition, annually, by dates determined by the State Department of Education, the Superintendent shall report to the Commissioner of Education on the implementation of the teacher evaluation and support program, including the frequency of evaluations, aggregate evaluation ratings, the number of teachers and administrators not evaluated, and other requirements as determined by the State Department of Education.~~

### **Improvement and Remediation Plans**

~~Teachers rated "below standard" or "developing" shall have a well-articulated improvement and remediation plan that:~~

- ~~1. is developed in consultation with the teacher and his/her union representative is differentiated by the level of identified need and/or stage of development;~~
- ~~2. identifies resources, support, and other methods to address documented deficiencies;~~
- ~~3. contains a timeline for implementing such measures in the same school year as the plan is issued; and~~
- ~~4. provides success indicators that include a minimum overall rating of "proficient" at the end of the improvement and remediation plan.~~

### **Evaluation Training**

The Board, prior to any evaluation conducted under the teacher evaluation and support program, shall conduct training programs for all evaluators and orientation for all District teachers regarding the District's teacher evaluation and support program. Such training shall provide instruction to evaluators regarding how to conduct proper performance evaluations prior to conducting an evaluation under the teacher evaluation and support program. The orientation for each teacher shall be completed before a teacher receives an evaluation under the teacher evaluation and support program.

## **Implementation Plan**

The Board of Education recognizes that the State Board of Education (SBE) has adopted a flexible plan for the implementation of Connecticut's Educator Evaluation and Support System.

The submission of the District's evaluation plans for State Department of Education's review and approval, including flexibility requests, shall take place by annual deadlines set by the State Department of Education.

## **Complementary Observers**

The primary evaluator for most teachers will be the school principal or assistant principal who will be responsible for the overall evaluation process, including assigning summative ratings. The District may also decide to use complementary observers to assist the primary evaluator. Complementary observers are certified educators, who may have specific content knowledge, such as department heads or curriculum coordinators. Complementary observers shall be fully trained as evaluators in order to be authorized to serve in this role.

Complementary observers may assist primary evaluators by conducting observations, including pre and post conferences, collecting additional evidence, reviewing student learning objectives (SLOs) and providing additional feedback. A complementary observer shall share his/her feedback with the primary evaluator as it is collected and shared with teachers.

Primary evaluators will have sole responsibility for assigning final summative ratings. Both primary evaluators and complementary observers must demonstrate proficiency in conducting standards based observations.

## **Dispute Resolution Process**

In accordance with the requirement in the "Connecticut Guidelines for Teacher Evaluation and Professional Development," in establishing or amending the local teacher evaluation plan, the Board of Education shall include a process for resolving disputes in cases where the evaluator and teacher cannot agree on goals/objectives, the evaluation period, feedback or the professional development plan.

## **Data Management**

The District's Professional Development and Evaluation Committee will review and report to the Board the user experiences and efficiency of the District's data management system/platform to be used by teachers and administrators to manage the evaluation plans.

Data management systems/platform to be used by teacher and administrators to manage evaluation plans shall be selected by the Board with considerations given to functional requirements/needs and efficiencies identified by the Professional Development and Evaluation Committee.

Such plans shall consider guidance pertaining to the entry of data into the District's data management system/platform needed to manage the evaluation plan. Such guidance shall address items to be entered, prohibitions pertaining to the sharing and transference of individual teacher data to another district or entity without consent of the teacher or administrator, limits on the access to teacher and administrator data and a process for recording authorized individuals' access to information.

## **Audit**

The Board, if selected, will participate as required, in an audit of its evaluation program, conducted by the State Department of Education.

~~All teachers teaching in public schools at the elementary, middle and high school levels (including special education teachers) must be determined to be "highly qualified," as defined in the No Child Left Behind Act. To be determined "highly qualified," a teacher must use the HOUSSE plan if he or she has not passed a state subject-matter test, does not hold advanced certification (e.g., National Board Certification) in all of the core academic content areas that he or she teaches (see appendix "Questions and Answers" document for more detailed information).~~

~~The reauthorized Individuals with Disabilities Act (IDEA) identifies special education teachers as teachers who must demonstrate competency (i.e., be highly qualified) in the core academic subjects that they teach.~~

~~Because the District's teacher evaluation and professional development guidelines (1) were reviewed and critiqued using the State Department of Education's peer review process and (2) include subject matter knowledge assessment, Connecticut's district teacher evaluation plans have been approved by the U.S. Department of Education as Connecticut's official HOUSSE plan.~~

~~To ensure that this statewide HOUSSE is standardized across districts throughout the state, it is critical that the District evaluates a teacher's subject matter competency in the core academic content areas, based on the Common Core of Teaching (CCT), using both of the following:~~

- ~~A. foundational skills and competencies; and~~
- ~~B. the discipline based professional standards.~~

~~The Superintendent is directed to develop appropriate regulations, based upon guidance promulgated by the State Department of Education, pertaining to the District's HOUSSE plan.~~

(cf. [2400](#) - Evaluation of Administrators and Administration)

(cf. [4111/4211](#) - Recruitment and Selection)

(cf. [4131](#) - Staff Development)

Legal Reference: Connecticut General Statutes

[10-145b](#) Teaching certificates.

[10-151a](#) Access of teacher to supervisory records and reports in personnel file.

[10-151b](#) Evaluation by superintendent of certain educational personnel.  
(amended by PA 04-137, An Act Concerning Teachers' Evaluations, PA 10-111, An Act Concerning Education Reform in Connecticut, and PA 12-116 An Act Concerning Educational Reform.)

[10-151c](#) Records of teacher performance and evaluation not public records.

[10-220a\(b\)](#) In-service training. Professional development. Institutes for educators. Cooperative and beginning teacher programs, regulations.

Circular Letter C-6, Series 2004-2005, Determining "Highly Qualified" Teachers. (as amended by PA 15-215)

Circular Letter C-9, Series 2004-2005, "No Child Left Behind" and Districts' High Objective Uniform State Standard of Evaluation (HOUSSE) Plans.

PA 11-135 An Act Concerning Implementation Dates for Secondary School Reform.

PA 12-116 An Act Concerning Education Reform (as amended by PA 13-145 An Act Concerning Revisions to the Reform Act of 2012.)

Connecticut Guidelines for Educator Evaluation, adopted by the State Board of Education, June 27, 2012.

Connecticut's System for Educator Evaluation and Development (SEED) state model evaluation system.

"Flexibility to Guidelines for Educator Evaluation" adopted by Connecticut State Board of Education, February 6, 2014

20 U.S.C. Section 1119 No Child Left Behind Act.

34 C.F.R. 200.55 Federal Regulations.

**Adopted: December 7, 2015**

FIELD TRIP REQUEST

School: SHS

Date: 10/16/18

Requested by: Wolf/Kraus

Department: Music

Destination: Hartford Marriott/Connecticut Convention Center

Date of trip: April 11-13, 2019

Departure time: Thurs. 4/11 @ 8:00 am

Approximate time of return: Sat 4/13 @ 5 pm

Number of students involved: 8

Number of chaperones: 1

Teachers attending:

Substitute needed:

Marika Kraus

Yes x No

Jessica Wolf

Yes x No

\_\_\_\_\_

Yes  No



**If a substitute is needed, please fill out a PD-4 Form (Professional Day and Expenditure Request Form)**

Type of transportation: parent vehicles

Expense to students: \$0. fee covered by Music Patrons

Expense to school system: \$400 for 2 teacher registration fees (covers the cost of PD workshops)

Specific Content/Unit(s) the field trip supports: Instrumental/Vocal Music Unit, Read and Notate Music unit

Describe how student learning will be assessed: Students will demonstrate their deeper understandings through performance. Honors students will use this as credit towards their second quarter grade.

Standards addressed (list by number and code – ex. CCSS:MP1):

MU:Pr5.3.E.IIIa Develop, apply, and refine appropriate rehearsal strategies to address individual and ensemble challenges in a varied repertoire of music.

MU:Pr6.1.E.IIa Demonstrate mastery of the technical demands and an understanding of expressive qualities of the music in prepared and improvised performances of a varied repertoire representing diverse cultures, styles, genres, and historical periods.

Written Objectives/Relationship to curriculum: Promotes higher level learning and community outreach. Covers national standards for music education common anchor standards #5 and #6. Students will perform sight reading and solo literature as determined by NAFME/CMEA.

**If approved, both the field trip activity and assessment need to be put into Atlas.**

Approved by:

*[Handwritten Signature]*  
Principal's Signature

Approved by:

*[Handwritten Signature]*  
Director of Curriculum

CENTRAL OFFICE USE ONLY

Approved

Disapproved

Superintendent or Designee's Signature

Date

*[Handwritten Signature]*

10/29/18

**A copy of this request will be forwarded to Lisa Bergamini in the Business Office**

FIELD TRIP PERMISSION FORM

Date of Trip: 4/13-15/2019 Destination: Hartford Marriott/CT Convention Center

Time of Departure: Thurs 4/13 @ 8 am Place of Departure: SHS

Time of Return: Sat 4/15 @ 5 pm Place of Return: SHS

The Group will be traveling by: Parent Car  
(Bus/Foot/Car)

Lunch  will  will not be provided.

**Activities:** All meals included. Bring water bottle and overnight bag for Thursday night and Friday night. Bring concert attire for Saturday. Make sure to bring any needed equipment for your instrument (valve oil, mutes, reeds, etc.)

**Parent Comment/Concerns:** \_\_\_\_\_

Supervising Teacher(s): J. Wolf/ M. Kraus

-----  
Date of Trip: 4/13-15/2019 Destination: Hartford Marriott/CT Convention Center

Parent/guardian contact information:

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Alternate contact and phone number: \_\_\_\_\_

List any known allergic reactions: \_\_\_\_\_

Will student be taking any medication on this trip that has been prescribed by a physician: \_\_\_\_\_

If yes, what is that medication: \_\_\_\_\_

What was the date of the student's last tetanus shot: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone number: \_\_\_\_\_

Name any other medical concerns: \_\_\_\_\_

I give my permission for the Somers Public Schools staff members to seek medical assistance for my child in the case of any injury or illness incurred while participating in this school-sponsored activity. If I cannot be reached to give my consent to medical personnel, this form will serve to give my permission to carry out necessary treatment. I understand that this trip begins and ends at school. I also understand that I must make provisions for the transportation of my child, from the school to our home, at the end of any educational trip that terminates after the regular school day.

Student's Name \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_ School/Grade \_\_\_\_\_

**DBS CODE: 4148**

**DBS CODE: 4248**

PESONNEL - CERTIFICATED/NON-CERTIFICATED:

Employee Protection:

An employee may use reasonable force as is necessary to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or in the control of a pupil.

Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate superior. The school building principal must report such assaults to the local Law Enforcement Agency. Such notification shall be forwarded immediately to the Superintendent who shall comply with any reasonable request from the employee for information in the possession of the Superintendent relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the employee, the police and the courts.

No school administrator shall interfere with the right of a teacher or other school employee to file a complaint with the local police authority in cases of threats of physical violence or actual physical violence against such teacher or employee.

As required by Law, the Board of Education will file a report semi-annually with the State Board of Education indicating the number of threats and physical assaults made by students upon teachers, administrators and other school personnel, and the number of physical assaults involving dangerous weapons made by students upon other students.

If criminal or civil proceedings are brought against an employee alleging that the employee committed an assault in connection with his/her employment, such employee may request the Board of Education to furnish legal counsel to defend the employee in any civil action or proceeding brought against the employee, within the limits set by Law.

~~The Board of Education shall reimburse an employee for the cost of medical, surgical or hospital services (less the amount of any insurance reimbursement) incurred as the result of any injury sustained in the course of his/her employment.~~

The Board shall protect and save harmless any member of such board or any teacher or other employee thereof from financial loss and expense, including payment of expenses reasonably incurred for medical or other service necessary as a result of an assault upon such teacher or other employee while such person was acting in the discharge of his or her duties within the scope of his employment or under the direction of the Board, which expenses are not paid by the

individual teacher's or employee's insurance, workers' compensation or any other source not involving an expenditure by such teacher or employee.

Legal Reference: Connecticut General Statutes

[10-233b](#) removal of pupils from class

[10-233c](#) Suspensions of pupils

[10-233g](#) Boards to report school violence. Reports of principals to policy authority

[10-235](#) Indemnification of teachers, Board and commission

members and employees in damage suits; expenses  
of litigation.

[10-236](#) Liability insurance

[10-236a](#) Indemnification of educational personnel assaulted in the line of duty

[52-557b](#) Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

[53a-18](#) Use of reasonable physical force or deadly physical force generally.

[53a-19](#) Use of physical force in defense of person

**Adopted: April 27, 1981**

**July 9, 2009**

Recommendation: delete as this will be replaced with 5144.1

PERSONNEL:

Physical Restraint:

Teachers, under the direction of their principals, shall assume the responsibility of physically restraining an unruly student and removing him/her from the area for disciplinary action, only after the student has been given an opportunity to remove himself.

Policy 7131.4.2 - Formerly in Student Section of Policy Manual

Cross Reference: Discipline Punishment, #[5144](#)

Legal Reference: Connecticut General Statutes

[10-233g](#) Boards to report school violence. Reports of principals to policy authority

[10-235](#) Indemnification of teachers, Board and commission members and employees in damage suits; expenses of litigation.

[10-236a](#) Indemnification of educational personnel assaulted in the line of duty

[53a-18](#) Use of reasonable physical force

**Adopted: May 27, 1980**

**July 9, 2009**

## 5141.21 ADMINISTRATIVE REGULATION

### Definitions

**Administration of medication** means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.

**Advanced practice registered nurse** means an individual licensed pursuant to C.G.S. 20-94a.

**Authorized prescriber** means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant, and for interscholastic and intramural athletic events only, a podiatrist.

**Before- and after-school program** means any child care program operated and administered by a local or regional Board of Education or municipality exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of C.G.S. 19a-77. Such programs shall not include public or private entities licensed by the Office of Early Childhood or Board of Education enhancement programs and extra-curricular activities.

**Board of Education** means a local or regional Board of Education, a regional educational service center, a unified school district, the regional vocational-technical school system, an approved private special education facility, the Gilbert School, the Norwich Free Academy, Woodstock Academy or a non-public school whose students receive services pursuant to Section 10-217a of the Connecticut General Statutes.

**P5141.21(b)**

### Students

#### Administering Medications

##### Definitions (continued)

**Carrier** means any school district, educational institution, or person, firm or corporation under contract to such district or institution engaged in the business of transporting students. (C.G.S. 14-212 (2)).

**Cartridge injector** means an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reaction.

**Coach** means any person holding a coaching permit hired by the Board of Education to coach for a sport season.

**Controlled drugs** means those drugs as defined in Connecticut General Statutes Section 21a-240.

**Cumulative health record** means the cumulative health record of a student mandated by Connecticut General Statutes Section 10-206.

**Director** means the person responsible for the operation and administration of any school readiness program or before- and after-school program.

**Eligible student** means a student who has reached the age of eighteen or is an emancipated minor.

**Error** means:

- (1) the failure to do any of the following as ordered:
  - (a) administer a medication to a student;
  - (b) administer medication within the time designated by the prescribing physician;
  - (c) administer the specific medication prescribed for a student;
  - (d) administer the correct dosage of medication;
  - (e) administer medication by the proper route; and/or
  - (f) administer the medication according to generally accepted standards of practice; or
- (2) the administration of medication to a student which is not ordered by an authorized prescriber, or which is not authorized in writing by the parent or guardian of such student, except for the administration of epinephrine for the purpose of emergency first aid pursuant to Connecticut General Statutes 10-212a and Section 10-212a-2 of the Regulations of Connecticut State Agencies.

**Extracurricular activities** means activities sponsored by local or regional Boards of Education that occur outside of the school day, are not part of the educational program, and do not meet the definition of before- and after-school programs and school readiness programs.

**Guardian** means one who has the authority and obligations of guardianship of the person of a minor, and includes: (1) the obligation of care and control; and (2) the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment.

**Intramural athletic events** means tryouts, competition, practice, drills, and transportation to and from events that are within the bounds of a school district for the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.

**Interscholastic athletic events** means events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests which are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills, and transportation to and from such events.

**Investigational drug** means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA), which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.

**Licensed athletic trainer** means a licensed athletic trainer employed by the school district pursuant to Chapter 375a of the Connecticut General Statutes.

**Medication** means any medicinal preparation including over-the-counter, prescription and controlled drugs, as defined in Connecticut General Statutes Section 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

**Medication emergency** means a life-threatening reaction of a student to a medication.

**Medication plan** means a documented plan established by the school nurse in conjunction with the parent and student regarding the administration of medication in school. Such plan may be a stand-alone plan, part of an individualized health care plan, an emergency care plan or a medication administration form.

**Medication order** means the written direction by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic name of the medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of the prescriber.

**Nurse** means an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut in accordance with Chapter 378 of the Connecticut General Statutes.

**Occupational therapist** means an occupational therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376a of the Connecticut General Statutes.

**Optometrist** means an optometrist licensed to provide optometry pursuant to Chapter 380 of the Connecticut General Statutes.

**Paraprofessional** means a health care aide or assistant or an instructional aide or assistant employed by the local or regional Board of Education who meets the requirements of such Board for employment as a health care aide or assistant or instructional aide or assistant.

**Physical therapist** means a physical therapist employed full time by the local or regional Board of Education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.

**Physician** means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapters 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state.

**Physician assistant** means an individual licensed to prescribe medications pursuant to Section 20-12d of the Connecticut General Statutes.

**Podiatrist** means an individual licensed to practice podiatry in Connecticut pursuant to Chapter 375 of the Connecticut General Statutes.

**Principal** means the administrator in the school.

**Qualified medical professional**, as defined in C.G.S. 10-212, means a physician licensed under Chapter 370, an optometrist licensed to practice optometry under Chapter 380, an advanced

practice registered nurse licensed to prescribe in accordance with Section 20-94a or a physician assistant licensed to prescribe in accordance with Section 20-12d.

**Qualified personnel for schools** means (a) a qualified school employee who is a full time employee or is a coach, athletic trainer, or school paraprofessional or for school readiness programs and before and after school programs, means the director or director's designee and any lead teachers and school administrators who have been trained in the administration of medications. For school readiness programs and before- and after-school programs, Directors or Director's designee, lead teachers and school administrators who have been trained in the administration of medication may administer medications pursuant to Section 10-212a-10 of the State regulations.

**Qualified school employee**, as defined in C.G.S. 10-212, means a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school paraprofessional.

**Research or study medications** means FDA-approved medications being administered according to an approved study protocol. A copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

**School** means any educational facility or program which is under the jurisdiction of the Board excluding extracurricular activities.

**School medical advisor** means a physician appointed pursuant to C.G.S. 10-205.

**School nurse** means a nurse appointed in accordance with Connecticut General Statutes Section 10-212.

**School nurse supervisor** means the nurse designated by the local or regional Board of Education as the supervisor or, if no designation has been made by the Board, the lead or coordinating nurse assigned by the Board.

**School bus driver** means any person who holds a commercial driver's license with a public passenger endorsement to operate a school bus pursuant to subsection (a) of C.G.S. 14-44.

**School readiness program** means a program that receives funds from the State Department of Education for a school readiness program pursuant to subsection (b) of Section 10-16p of the Connecticut General Statutes and exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes.

**Self-administration of medication** means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.

**Supervision** means the overseeing of the process of the administration of medication in a school.

**Teacher** means a person employed full time by a Board of Education who has met the minimum standards as established by that Board for performance as a teacher and has been approved by the School Medical Advisor and school nurse to be designated to administer medications pursuant to the Regulations of Connecticut State Agencies Sections 10-212a-1 through 10-212a-7.

## **General Policies on Administration of Medication**

A child with diabetes may test his/her own blood glucose level per the written order of a physician stating the need and the capacity of such child to conduct self-testing along with written authorization of the parent/guardian. Such self-testing shall be pursuant to guidelines promulgated by the Commissioner of Education. The time or place where a student with diabetes may test his/her blood-glucose level on school grounds shall not be restricted provided the student has written parental/guardian permission and a written order from a physician licensed in Connecticut.

The school nurse or school principal shall select a qualified school employee to, under certain conditions, give a glucagon injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. The nurse or principal must have the written authority from the student's parent/guardian and a written order from the student's Connecticut-licensed physician. The authorization shall be limited to situations when the school nurse is absent or unavailable. No qualified school employee shall administer this medication unless he/she has annually completed any training required by the school nurse and school medical advisor in the administration of medication with injectable equipment used to administer glucagon, the school nurse and school medical advisor must attest that the qualified school employee has completed such training and the qualified school employee voluntarily agrees to serve as a qualified school employee. The injections are to be given through an injector or injectable equipment used to deliver an appropriate dose of glucagon as emergency first aid response to diabetes.

A child diagnosed with asthma or a diagnosed life-threatening allergic condition, pursuant to State Board of Education regulations, may possess, self-administer or possess and self-administer medicine administered through the use of an asthmatic inhaler or an EpiPen or similar device in the school at all times or while receiving school transportation services if he/she is under the care of a physician, physician assistant, or advanced practice registered nurse (APRN) and such practitioner certifies in writing to the Board of Education that the child needs to keep an asthmatic inhaler or EpiPen at all times to ensure prompt treatment of the child's asthma or allergic condition and protect the child against serious harm or death. A written authorization of the parent/guardian is also required.

A school nurse may administer medication to any student pursuant to the written order of an authorized prescriber (physician, dentist, optometrist, an advanced practice registered nurse, or a physician assistant and for interscholastic and intramural athletic events only, a podiatrist) and the written authorization of a parent or guardian of such child or eligible student and the written permission of the parent/guardian for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of such medication.

In the absence of a school nurse, any other nurse licensed pursuant to the provisions of Chapter 378, including a nurse employed by, or providing services under the direction of the Board of Education at a school-based clinic, only qualified personnel for schools who have been properly trained may administer medications to students as delegated by the school nurse upon approval of the School Medical Advisor and the school nurse may administer medication to any student in

the school following the successful completion of specific training in administration of medication and satisfactory completion of the required criminal history check.

Medications with a cartridge injector may be administered by qualified personnel for schools only to a student with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death. Qualified personnel for schools, as defined, may administer oral, topical, intranasal, or inhalant medication in the absence of a licensed nurse. Investigational drugs or research or study medications may not be administered by qualified personnel for schools.

Coaches and licensed athletic trainers during intramural and interscholastic events may administer medications pursuant to Section 10-212a-9 of the Regulations of Connecticut State Agencies and as described in this policy and in the administrative regulations to this policy.

In compliance with all applicable state statutes and regulations, parents/guardians may administer medications to their own children on school grounds.

### **Administration of Medication by Paraprofessionals**

A specific paraprofessional, through a plan approved by a school nurse supervisor and School Medical Advisor, may administer medications including medications administered with a cartridge injector, to a specific student with a medically diagnosed allergic condition that may require prompt treatment in order to protect the student against serious harm or death pursuant to Section 10-212a-9 of the Regulations of Connecticut State Agencies and as described in the administrative regulations. The approved plan also requires the written authorization of the student's parent/guardian and pursuant to the written order from the student's authorized prescriber licensed to prescribe medication.

### **Administration of Medications in School Readiness Programs and Before- and After-School Programs**

Directors, or their designees, who may include lead teachers or school administrators, who have been properly trained, may administer medications to students as delegated by the school nurse or other registered nurse, in school readiness programs and before- and after-school programs that are child care programs. Such programs must either be District-administered or administered by a municipality exempt from licensure by the Department of Public Health and are located in a District public school. Medicine may be administered pursuant to the Regulations of Connecticut State Agencies, Section 10-212a-10, to children enrolled in these programs.

Administration of medications shall be provided only when it is medically necessary for program participants to access the program and maintain their health status while attending the program. A child attending any before- or after-school program, defined as any child care program operated and administered by the Board in any building or on the grounds of any district school, upon the request and with the written authorization of the child's parent/guardian and pursuant to the written order from the student's authorized prescriber, will be supervised by the District staff member (Director or designee, lead teacher, school administrator) trained to administer

medication including a cartridge injector. Such administration shall be to a particular student medically diagnosed with an allergy that may require prompt treatment to avoid serious harm or death.

Investigational drugs or research or study medications may not be administered by Directors or their designees, lead teachers or school administrators.

Properly trained Directors, Directors' designees, lead teachers or school administrators may administer medications to students as delegated by the school nurse or other registered nurse. They may administer oral, topical, intranasal, or inhalant medications. No medication shall be administered without the written order of an authorized prescriber and the written approval of the parent/guardian.

The selected staff member shall be trained in the use of a cartridge injector by either a licensed physician, physician's assistant, advanced practice registered nurse or registered nurse.

The administration shall determine, in cooperation with the School Medical Advisor and school nurse [supervisor] whether additional school nursing services/nurses are required based on the needs of the program and the participants in the program. This determination shall include whether a licensed nurse is required on site. The recommendation shall be subject to Board approval.

The Board will allow students in the school readiness and before- and after-school programs to self-administer medication according to the student's individual health plan and only with the written order of an authorized prescriber, written authorization of the child's parent or guardian, written approval of the school nurse (The nurse has evaluated the situation and deemed it appropriate and safe and has developed a plan for general supervision of such self-medication.), and with the written permission of the parent or guardian for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of such medication.

An error in the administration of medication shall be reported immediately to the school nurse, the parents/guardians and the prescribing physician. In case of an anaphylactic reaction or the risk of such reaction a school nurse may administer emergency oral and/or injectable medication to any child in need thereof on school grounds, or in the school building, according to the standing order of the School Medical Advisor or the child's private physician. However, in an emergency any other person trained in CPR and First Aid may administer emergency oral and/or injectable medication to any child in need on school grounds, or in the school building. In addition, local poison control center information shall be readily available at the sites of these programs. The Program Director or his/her designee shall be responsible for decision making in the absence of the nurse.

In the event of a medical emergency, the following will be readily available: (1) local poison information center contact information; (2) the physician, clinic or emergency room to be contacted in such an emergency; and (3) the name of the person responsible for the decision making in the absence of a school nurse.

All medications shall be handled and stored in accordance with the provisions of subsection (a) to (k) inclusive of the Regulations of Connecticut State Agencies, as outlined in the accompanying administrative regulation to this policy.

Where possible, a separate supply of the child's medication shall be stored at the site of the before- or after-school program or school readiness program. If this is not possible, a plan should be in place to ensure the timely transfer of the medication from the school to the program and back on a daily basis.

Documentation and record keeping shall be done in compliance with the stipulations outlined in the administrative regulation accompanying this policy.

### **Administration of Medication by Coaches and Licensed Athletic Trainers During Intramural and Interscholastic Events**

During intramural and interscholastic athletic events, a coach or licensed athletic trainer who has been trained in the general principles of medication administration applicable to receiving, storing, and assisting with inhalant medications or cartridge injector medications and documentation, may administer medication for select students for whom self-administration plans are not viable options as determined by the school nurse.

The medication which may be administered is limited to: (1) inhalant medications prescribed to treat respiratory conditions and (2) medication administered with a cartridge injector for students with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

The school nurse is responsible for the student's individualized medication plan and shall provide the coach with a copy of the authorized prescriber's order and the parental/guardian permission form. Parents are responsible for providing the medication, such as the inhaler or cartridge injector, to the coach or licensed athletic trainer, which shall be kept separate from the medication stored in the school health office during the school day.

Medications to be used in athletic events shall be stored in containers for the exclusive use of holding medications; in locations that preserve the integrity of the medication; under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and in a locked secure cabinet when not in use at athletic events.

The agreement of the coach or licensed athletic trainer is necessary for the administration of emergency medication and the implementation of the emergency care plan.

Coaches and athletic trainers are required to fulfill the documentation requirements as outlined in the administrative regulations accompanying this policy. Errors in the administration of medication shall be addressed as specified in Section 10-212a-6 of the Regulations of Connecticut State Agencies, and detailed in the administrative regulation pertaining to this

policy. If the school nurse is not available, a report may be submitted by the coach or licensed athletic trainer to the school nurse on the next school day.

### **Storage and Administration of Epinephrine**

#### **Storage and Use of Epinephrine Cartridge Injectors (Emergency Administration of Epinephrine to Students without Prior Written Authorization)**

A school nurse or, in the absence of a school nurse, a “qualified school employee” who has completed the training required by PA 14-176, shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions, who were not previously known to have serious allergies and who do not have a prior written authorization of a parent/guardian or a prior written order of a qualified medical professional for the administration of epinephrine.

The school nurse or school principal shall select qualified school employees who voluntarily agree to be trained to administer such epinephrine as emergency first aid. There shall be at least one such qualified school employee on the grounds of each District school during regular school hours in the absence of the school nurse. Each school must maintain a supply of epinephrine in cartridge injectors (epipens) for such emergency use.

The school shall fulfill all conditions and procedures promulgated in the regulations established by the State Board of Education (Section 10-212a-2) for the storage and administration of epinephrine by school personnel to students for the purpose of emergency first aid to students who experience allergic reaction and do not have prior written authorization for epinephrine administration.

The school nurse or, in the absence or unavailability of such school nurse, such qualified school employee may administer epinephrine to a student experiencing a life-threatening undiagnosed allergic reaction as emergency first aid, to students who do not have a prior written authorization from a parent or guardian or a prior written order from a qualified medical professional for the administration of epinephrine. A qualified school employee must annually complete the required training program in order to be permitted to administer epinephrine utilizing an epipen.

Following the emergency administration of epinephrine by a qualified school employee to a student who does not have a prior written authorization of a parent/guardian or a prior written order of a qualified medical professional, such administration must be reported immediately to the school nurse or medical advisor, the student’s parent/guardian by the school nurse or the qualified school employee and a medication administration record shall be submitted by the qualified school employee at the earliest possible time, but not later than the next school day. Such record must be filed in or summarized on the student’s cumulative health record.

The parent/guardian of a student may submit, in writing, to the school nurse and school medical advisor, if any, that epinephrine shall not be administered to his/her child permitted by statute. The District shall annually notify parents/guardians of the need to provide such written notice.

The Board of Education, recognizing this emergency use of epinephrine for previously undiagnosed students, per the statute, is to take place during “regular school hours” establishes such hours to be from the arrival of the first students to the school site to the departure of the last bus serving the school at the conclusion of the day’s instructional programs.

### **Administration of Anti-Epileptic Medications to Students**

With the written authorization of a student’s parent/guardian, and pursuant to the written order of a physician, a school nurse (and a school medical advisor, if any), shall select and provide general supervision to a qualified school employee, who voluntarily agrees to serve as a qualified school employee, to administer anti-epileptic medication, including by rectal syringe, to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student’s individual seizure action plan. Such authorization is limited to situations when the school nurse is absent or unavailable. No qualified school employee shall administer such medication unless he/she annually completes the training program developed by the State Department of Education, in consultation with the School Nurse Advisory Council.

In addition, the school nurse (and school medical advisor, if any), shall attest, in writing, that such qualified school employee has completed the required training. The qualified school employee shall also receive monthly reviews by the school nurse to confirm his/her competency to administer anti-epileptic medication. For purposes of the administration of anti-epileptic medication, a “qualified school employee” means a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the District, coach or school paraprofessional.

**CZAPLA NOTES: Policy shortened indicating district will abide by state statutes. Bulk of policy describing processes transferred to Admin Regulation.**

## **Students**

### **Use of Physical Force**

#### **Physical Restraint(s)/Seclusion**

The Board of Education believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all staff members within the district. To the extent that staff actions comply with all applicable statutes and Board policy governing the use of physical force, including physical restraint of students and seclusion of students, staff members will have the full support of the Board of Education in their efforts to maintain a safe environment.

The Board recognizes that there are times when it becomes necessary for staff to use reasonable restraint or place a student in seclusion as an emergency intervention to protect a student from harming himself/herself or to protect others from harm.

(cf. 4148/4248 – Employee Protection)  
(cf. 5141.23 – Students with Special Health Care Needs)  
(cf. 5144.2 – Use of Exclusionary Time Out Rooms)

Legal Reference: Connecticut General Statutes  
10-76b State supervision of special education programs and services.10-76d Duties and powers of boards of education to provide special education programs and services.  
10-236b Physical restraint and seclusion of students by school employees. (as amended by PA 17-220 and PA 18-51)  
46a-150 Definitions. (as amended by PA 07-147 and PA 15-141)  
46a-152 Physical restraint, seclusion and use of psychopharmacologic agents restricted. Monitoring and documentation required.  
46a-153 Recording of use of restraint and seclusion required. Review of records by state agencies. Reviewing state agency to report serious injury or death to Office of Protection and Advocacy for Persons with Disabilities and to Office of Child Advocate. (as amended by PA 12-88)

53a-18 Use of reasonable physical force or deadly physical force generally.  
53a-19 Use of physical force in defense of person.  
53a-20 Use of physical force in defense of premises.  
53a-21 Use of physical force in defense of property.  
PA 07-147 An Act Concerning Restraints and Seclusion in Public Schools.  
PA 15-141 An Act Concerning Seclusion and Restraint in Schools.  
State Board of Education Regulations Sections 10-76b-5 through 10-76b-11.

**Adopted: January 12, 2009**

**Revised: June 28, 2010**

**November 26, 2012**

**December 7, 2015**

## **Definitions**

~~**Life-threatening physical restraint** means any physical restraint or hold of a person that restricts the flow of air into a person's lungs, whether by chest compression or any other means, or immobilizes or reduces the free movement of a person's arms, legs or head while the person is in the prone position.~~

~~**Psychopharmacologic agent** means any medication that affects the central nervous system, influencing thinking, emotion or behavior.~~

~~**Physical restraint** means any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head. Excluded from this definition is briefly holding a person in order to calm or comfort the person; restraint involving the minimum contact necessary to safely escort a person from one area to another; medical devices including but not limited to, supports prescribed by a health care provider to achieve proper body position or balance; the use of helmets, or other protective gear used to protect a person from injuries due to a fall, helmets, mitts and similar devices used to prevent self injury when the device is part of a documented treatment plan or individualized education program pursuant to Connecticut's special education laws or prescribed or recommended by a medical professional and is the least restrictive means to prevent such self injury.~~

~~**School employee** means a teacher, substitute teacher, school administrator, Superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional, or coach employed by the Board of Education or working in a public elementary, middle or high school; or any other individual who, in the performance of his/her duties has regular contact with students and who provides services to or on behalf of students enrolled in the district's schools, pursuant to a contract with the Board of Education.~~

~~**Seclusion** means the involuntary confinement of a student in a room, with or without staff supervision, in a manner that prevents the student from leaving.~~

~~**Student** means a child (A) enrolled in grades kindergarten to twelve, inclusive, in a public school under the jurisdiction of a local or regional Board of Education, (B) receiving special education and related services in an institution or facility operating under contract with a local or regional Board of Education, (C) enrolled in a program or school administered by a regional education service center, or (D) receiving special education and related services from an approved private special education program, but shall not include any child receiving educational services from Unified School District #2 or the Department of Mental Health and Addiction Services.~~

### ~~**Conditions Pertaining to the Use of Physical Restraint and/or Seclusion**~~

~~A. School employees shall not use a life-threatening physical restraint on a student.~~

~~B. If any instance of physical restraint or seclusion of a student exceeds fifteen minutes an administrator or his/her designee, or a school health or mental health personnel, or a board-certified behavioral analyst, who has received training in the use of physical restraint and seclusion shall determine whether continued physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others. Upon a determination that such continued physical restraint or seclusion is necessary, such individual shall make a new determination every thirty minutes thereafter regarding whether such physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others.~~

~~C. No student shall be placed in seclusion unless:~~

~~a. The use of seclusion is as an emergency intervention to prevent immediate or imminent injury to the student or to others, provided the seclusion is not used for discipline or convenience and is not used as a substitute for a less restrictive alternative.~~

~~b. Such student is continually monitored by a school employee during the period of such student's seclusion. Any student voluntarily or involuntarily placed in seclusion or restrained shall be regularly evaluated by a school employee for indications of physical distress. The school employee conducting the evaluation shall enter each evaluation in the student's educational record. Monitor shall mean by direct observation or by observation using video monitoring within physical proximity sufficient to provide aid as may be required.~~

~~c. The area in which such student is secluded is equipped with a window or other fixture allowing the student a clear line of sight beyond the area of seclusion.~~

~~D. School employees may not use a psychopharmacologic agent on a student without that student's consent except (1) as an emergency intervention to prevent immediate or imminent injury to the student or to others, or (2) as an integral part of the student's established medical or behavioral support or educational plan, as developed consistent with section 17a-543 of the Connecticut General Statutes or, if no such plan has been developed, as part of a licensed practitioner's initial orders. The use of psychopharmacologic agents, alone or in combination, may be used only in doses that are therapeutically appropriate and not as a substitute for other appropriate treatment.~~

~~E. In the event that physical restraint or seclusion is used on a student four or more times within twenty school days:~~

~~a. An administrator, one or more of such student's teachers, the parent/guardian of such student and, if any, a mental health professional shall convene for the purpose of:~~

~~i. Conducting or revising a behavioral assessment of the student;~~

~~ii. Creating or revising any applicable behavioral intervention plan; and~~

~~iii. Determining whether such student may require special education.~~

~~b. If such student is a child requiring special education or is a child being evaluated for eligibility for special education and awaiting a determination, such student's planning and placement team shall convene for the purpose of (1) conducting or revising a behavioral assessment of the student, and (2) creating or revising any applicable behavioral intervention plan, including, but not limited to, such student's individualized education plan.~~

~~F. The parent/guardian of a student who is placed in physical restraint or seclusion shall be notified not later than twenty-four hours after the student is placed in physical restraint or seclusion. A reasonable effort shall be made to provide such notification immediately after such physical restraint or seclusion is initiated.~~

~~G. School employees shall not use a physical restraint on a student or place a student in seclusion unless he/she has received training on the proper means for performing such physical restraint or seclusion.~~

~~H. Beginning July 1, 2016, the Board of Education, and each institution or facility operating under contract with the Board to provide special education for children, including any approved private special education program, shall:~~

- ~~a. Record each instance of the use of physical restraint or seclusion on a student;~~
- ~~b. Specify whether the use of seclusion was in accordance with an individualized education program;~~
- ~~c. Specify the nature of the emergency that necessitated the use of such physical restraint or seclusion; and~~
- ~~d. Include such information in an annual compilation on its use of such restraint and seclusion on students.~~

~~I. The Board and institutions or facilities operating under contract with the Board to provide special education for children, including any approved private special education program~~

~~J. shall provide such annual compilation to the Department of Education in order to examine incidents of physical restraint and seclusion in schools.~~

~~K. Any use of physical restraint or seclusion on a student shall be documented in the student's educational record. The documentation shall include:~~

- ~~a. The nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise; and~~
- ~~b. A detailed description of the nature of the restraint or seclusion, the duration of such restraint or seclusion and the effect of such restraint or seclusion on the student's established educational plan.~~

~~L. Any incident of the use of restraint or seclusion that results in physical injury to a student shall be reported to the State Board of Education.~~

### **~~Required Training and Prevention Training Plan~~**

~~Training shall be provided by the Board to school professionals, paraprofessional staff members and administrators regarding physical restraint and seclusion of students. Such training shall be phased in over a period of three years beginning with the school year commencing July 1, 2015, and shall include, but not be limited to:~~

~~1. An overview of the relevant laws and regulations regarding the use of physical restraint and seclusion on students. (Such overview is to be provided by the Department of Education on or after July 1, 2015, and annually thereafter, in a manner and form as prescribed by the Commissioner of Education.)~~

~~2. The creation of a plan by which the Board will provide school professionals, paraprofessional staff members and administrators with training and professional development regarding the prevention of incidents requiring physical restraint or seclusion of students.~~

~~Such plan is to be implemented not later than July 1, 2017, and must include a provision to require the training of all school professionals, paraprofessional staff members and administrators in the prevention of such incidents not later than July 1, 2019 and periodically thereafter as prescribed by the Commissioner of Education.~~

~~3. The Board will create a plan, to be implemented not later than July 1, 2017, requiring the training of all school professionals, paraprofessional staff members and administrators by regarding the proper means of physically restraining or secluding a student, including, but not limited to:~~

~~a. Various types of physical restraint and seclusion;~~

~~b. The differences between life-threatening physical restraint and other varying levels of physical restraint;~~

~~c. The differences between permissible physical restraint and pain-compliance techniques; and~~

~~d. Monitoring methods to prevent harm to a student who is physically restrained or in seclusion, including training in the proper means of physically restraining or secluding a student.~~

## **~~Crisis Intervention Teams~~**

~~By July 1, 2015, and each school year thereafter, the Board requires each school in the District to identify a crisis intervention team. Such team shall consist of school professionals, paraprofessional staff members and administrators trained in the use of physical restraint and seclusion.~~

~~Such teams shall respond to any incident in which the use of physical restraint or seclusion may be necessary as an emergency intervention to prevent immediate or imminent injury to a student or to others.~~

~~Each member of the crisis intervention team shall be recertified in the use of physical restraint and seclusion on an annual basis.~~

## **~~Dissemination of Policy~~**

~~This policy and its procedures shall be made available on the District's website and in the Board's procedural manual. The policy shall be updated not later than sixty (60) days after the adoption or revision of regulations promulgated by the State Board of Education.~~

~~(cf. 4148/4248—Employee Protection)~~

~~(cf. 5141.23—Students With Special Health Care Needs)~~

~~(cf. 5144—Use of Physical Force)~~

~~Legal Reference: Connecticut General Statutes~~

~~10-76b State supervision of special education programs and services.~~

~~10-76d Duties and powers of boards of education to provide special education programs and services.~~

~~46a-150 Definitions. (as amended by PA 07-147)~~

~~46a-152 Physical restraint, seclusion and use of psychopharmacologic agents restricted. Monitoring and documentation required.~~

~~46a-153 Recording of use of restraint and seclusion required. Review of records by state agencies. Reviewing state agency to report serious injury or death to Office of Protection and Advocacy for Persons with~~

~~Disabilities and to Office of Child Advocate. (as amended by P.A. 12-88~~

~~53a-18 Use of reasonable physical force or deadly physical force generally.~~

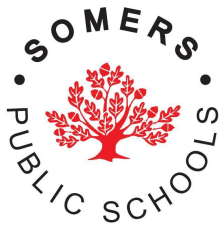
~~53a-19 Use of physical force in defense of person.~~

~~53a-20 Use of physical force in defense of premises.~~

~~53a-21 Use of physical force in defense of property.~~

~~PA 07-147 An Act Concerning Restraints and Seclusion in Public Schools.~~

~~State Board of Education Regulations Sections 10-76b-5 through 10-76b-11.~~



**Board of Education  
Administrative Report**

Title of Report: Science

Board Meeting Date: November 12, 2018

Action

Report

Information

Discussion

Submitted by: Irene Zytka

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***Executive Summary***

Science teachers continue to input curriculum into Atlas this year. No additional textbooks are slated to be purchased this year.

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***Report***

SES:

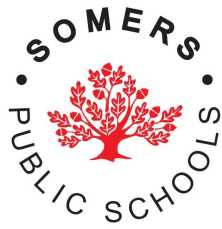
SES is implementing NGSS units and resources planned last year into their lessons. Teachers received science supplies last year and have organized their units and experiments for implementation.

MBA:

The MBA staff continue to implement their Discovery Education online textbooks.

SHS:

The SHS staff will be continuing to explore outside resources such as OER (Open Education Resources) and Discovery Education to supplement their current curriculum. Implementation of these resources has already begun with the Anatomy and Zoology courses. Free curriculum and educational resources have been researched and embedded into the current curriculum. They are also implementing updated textbooks purchased last year.



**Board of Education  
Administrative Report**

Title of Report: Social Studies

Board Meeting Date: November 12, 2018

Action

Report

Information

Discussion

Submitted by: Irene Zytka

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***Executive Summary***

Social studies teachers continue to input curriculum into Atlas this year. No additional textbooks are slated to be purchased this year.

The MS/HS social studies dept will be engaged in a “Facilitating Civil Discourse in the Classroom” training with CREC during the February PD. This training is part of a larger grant awarded to CREC through the Graustein Foundation.

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***Report***

K-5:

SES is continuing their work with inputting curriculum into Atlas.

MBA:

7th grade will once again hold an in-house field trip with the focus being on African culture and content. The date is still pending based on the availability of the workshop facilitators.

8th grade is exploring bringing in a Civil War reenactment group also in the spring. Also, the 8th-grade students will be participating in a panel discussion regarding the law and the Constitution with District Administrators on November 20th.

SHS:

The SHS staff will be exploring outside resources such as OER (Open Education Resources) and Discovery Education to supplement their current curriculum. SHS staff is specifically looking into the OER resources as direct access to new US History resources.



## Board of Education Administrative Report

Title of Report: Professional Development  
Board Meeting Date: November 12, 2018

Action       Report       Information       Discussion

Submitted by: Irene Zytka

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### ***Executive Summary***

This year's focus is primarily on continuing the Diversity training specifically focusing on strategies to use in conversations in the classroom, Universal Design for Learning 2 and continuing to offer opportunities for teams to work on curriculum. The UDL 2 training this year will be a follow up to the introductory workshop and will be offered during two separate PD days to allow staff to implement and participate in other offerings. UDL principles help teacher assure that all students have access to the content in daily instruction. The UDL 2 is primarily focused on staff having the opportunity to embed UDL principles directly into the curriculum in Atlas during the workshop.

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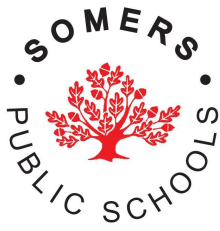
### ***Report***

SES:

Along with the district designated trainings, SES is moving forward in launching their ELA curriculum with Fountas and Pinnell Literacy Continuum. The February 19th PD day is slated for this specific training for all K-5 teachers.

MBA:

In addition to district PD, MBA is also looking to explore Growth Mindset as an integration to their Social Emotional Learning advisory curriculum. Growth Mindset, which is already practiced at SES, is a phrase coined by Carol Dweck, professor of Psychology at Stanford University. A growth mindset is the belief that intelligence can be developed. Students with a growth mindset understand they can get smarter through hard work, the use of effective strategies, and help from others when needed. It is contrasted with a fixed mindset: the belief that intelligence is a fixed trait that is set in stone at birth.



## **Board of Education Administrative Report**

SHS:

The HS staff will also be working on their 2-year NEASC report in addition to district initiatives.

Offerings already presented on October 26th PD day:

Implicit Bias (for new staff; repeated of last year's training)

Diversity Strategies/Conversations

Discovery Education

Language Arts Curriculum materials and review (SES only)

PMT (Physical and Psychological Management Training) recertification training

Mandatory Chemical Hygiene instruction (MBA/SHS Science teachers)

Atlas curriculum writing

Proposals



## Somers Board of Education Administrative Report

Title of Report: Technology Update - 5 Year Tech Plan

Board Meeting Date: November 12, 2018

Action     
  Report     
  Information     
  Discussion

Submitted by: Rob Wilson, Director of Technology and Information Services

### *Executive Summary*

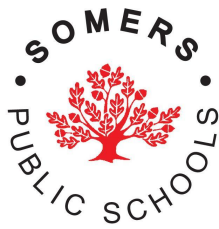
This report is intended to inform the Board of Education of the district's five-year technology replenishment plan. The goal is to keep student, staff, and teacher equipment up to date so all users can continue to use the most up to date software solutions.

### *Report*

## Technology Replacement Plan

2018-19	2019-20	2020-21
SES Teachers <del>SES Staff Computers</del> <del>MBA Support Staff Computers</del> <del>SHS Support Staff Computers</del> Grade 5 ChromeBooks Grade 4 ChromeBooks Classroom Projection  <b>TOTAL: <del>\$292,100</del></b> <b>\$221,000</b> <b>Reduction of \$71,100</b>	Grade K-3 iPads SHS Media Lab Computers SES Staff Computers MBA Support Staff Computers SHS Support Staff Computers Web Filter Appliance Classroom Projection  <b>TOTAL: \$260,000</b>	SES Media Lab Computers MBA Support Staff Computers SHS Teacher Computers SHS Support Staff Computers Grade 9-12 Chromebooks SHS Tech Ed Lab 118 Classroom Projection  <b>TOTAL: \$288,315</b>

2021-22	2022-23
MBA Teacher Computers Grade 6-8 Chromebooks MBA Media Lab Computers SHS Tech Ed Lab 116 SHS Business Ed Lab 114 Classroom Projection  <b>TOTAL: \$243,675</b>	Server Infrastructure Firewall and Switches Wireless Network Classroom Projection  <b>TOTAL: \$268,375</b>



**Board of Education  
Administrative Report**

Title of Report: Veterans Day Report

Board Meeting Date: Nov. 12, 2018

Action     
  Report     
  Information     
  Discussion

Submitted by: Principals

***Executive Summary***

Summary of Veterans Day activities for the schools

***Report***

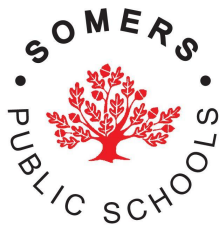
SES: 2-3pm Nov. 12th. In the SES gym. Patriotic songs by students, a video tribute to the armed forces, speech by administration about the history of Veteran’s Day and invited guests (active and retired military family members) will be recognized.

MBA:

On Monday, November 12th, there will be an all-school Veterans Day Assembly. We will be hosting veterans from the American Legion Post 101 who will speak to the significance of the annual remembrance day.

**8th Grade:**

Subject	Activity
Language Arts-Miranda	<ul style="list-style-type: none"> <li>Students research veteran’s stories from <a href="#">Stories of Service</a>; <a href="#">The American Legion</a>; <a href="#">American Veterans Center</a>; <a href="#">Army Heritage Center</a></li> <li>Complete a ribbon focused on a veteran- <a href="#">Template</a>: Name of the veteran, branch of the military, short summary of their story</li> </ul>
Language Arts-Ally	<ul style="list-style-type: none"> <li>Students participate in a veterans day scavenger hunt</li> <li>Students participate in a gallery walk where they interact with photos of veterans/soldiers and discuss/share their thoughts</li> </ul>

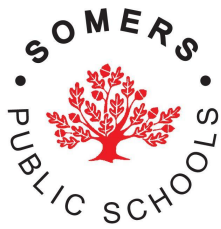


**Board of Education  
Administrative Report**

Art	<ul style="list-style-type: none"> <li>• Learn about the significance of red poppies</li> <li>• Create red tissue paper poppies/silhouette of a soldier</li> </ul>
History	<ul style="list-style-type: none"> <li>• Research on 5 branches of military that are honored on Veterans Day to create posters.</li> </ul>
WL	<ul style="list-style-type: none"> <li>• Comparison of the US branches of military with France and Spain/other Spanish speaking countries</li> <li>• Students will use website <a href="#">Nation Master</a> to access information</li> <li>• Groups will then create a venn diagram showing similarities and differences</li> </ul>
Science	<ul style="list-style-type: none"> <li>• BrainPop: Veterans Day</li> </ul>
Math	<ul style="list-style-type: none"> <li>• Sharing with students how my great uncle died in WWII and pictures I took at the wall of remembrance at Cambridge American Cemetery</li> </ul>

**7th Grade:**

Subject	Activity
Language Arts	<ul style="list-style-type: none"> <li>• Missing man table</li> </ul>
PE	<ul style="list-style-type: none"> <li>• Army Ranger Fitness Training</li> </ul>
World Regions	<ul style="list-style-type: none"> <li>• Discuss/Research the History and Creation of Veterans Day</li> </ul>
WL	<ul style="list-style-type: none"> <li>• History of Veteran's Day in general for Spanish/Armistice Day in France</li> </ul>
Science	<ul style="list-style-type: none"> <li>• Possible Service Activity?</li> </ul>
Math	<ul style="list-style-type: none"> <li>• Create Density Map of US Veterans by State</li> </ul>



## Board of Education Administrative Report

### **6th Grade:**

All students in 6th grade will be writing letters to veterans thanking them for their service to the country. The letters will be collected and brought to the Veteran's Hospital in Newington for distribution to veterans who are hospitalized there. Last time this was done, the school received an official thank you for MBA's generosity in recognizing deserving veterans.

SHS: Monday, November 12th, from 9:30 - 11:00 a.m. The students of the National Honor Society, Interact, and Beta Clubs have collaborated with the American Legion and the SHS Instrumental and Vocal music programs to celebrate our community's veterans. Veteran family members, and members of American Legion Post 101 have been invited to attend. The students preparing this program have collected photographs of our students' and staff family members who are veterans and will compile them into a photo montage to be accompanied by a vocal performance from the SHS combined choirs. The American Legion Post 101 Commander, David McCaffrey, will speak to the students about the history of Veterans Day and a panel of veterans will speak about their experiences in the service. At the conclusion of this event, at 11:00 a.m., there will be a 21-Gun Salute performed by the American Legion. This event will be facilitated by the students involved in the aforementioned clubs. Advisory units on November 1st will focus on Veterans Day for Grades 9-12.