

## **BOE MEETING**

Monday, November 9, 2020 7:00 PM

Somers High School Media Center, [Address], [City], CT [Zip]

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

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

### **3. APPROVAL OF MINUTES**

1. Draft of Board of Education October 26, 2020 Meeting

### **4. AUDIENCE TO CITIZENS/STAFF/STUDENTS**

### **5. CORRESPONDENCE**

### **6. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS**

### **7. CONSENT AGENDA**

1. Warrant of November 9, 2020

2. Resignation of ParaEducator at SES

### **8. NEW BUSINESS**

1. Cancellation and Rescheduling of the November 11, 2020 Special Board of Education Meeting

### **9. OLD BUSINESS**

### **10. ADMINISTRATIVE REPORTS**

1. Pupil Services Report "Coping with Covid"

2. Superintendent's Update

### **11. COMMITTEE REPORTS**

1. CURRICULUM

2. POLICY

3. SALARY & NEGOTIATION

4. PLANNING

### **12. CREC UPDATE**

### **13. ADJOURNMENT**

**Somers Board of Education Meeting**  
Somers High School Media Center  
October 26, 2020  
7:00 PM

**Attendance Taken at 6:59 PM:**

Present Board Members: Bruce Devlin, Anne Kirkpatrick, Jan Martin, Jeremy Anderson, Marissa Marks

Absent Board Members: David Palmer, Kate McLellan, Sarah Bollinger, Krista Cherry

Others: Brian Czapla, Dina Senecal, Rob Wilson, Cynthia DeRoma

**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 SHS Media Center.

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF MINUTES**

**3.1. Draft Minutes of October 13, 2020**

**Rationale:** The Board is to review and approve the draft minutes of the Board of Education meeting on October 13, 2020.

**Motion Passed:** Motion to approve the October 13, 2020 BOE Draft Minutes passed with a motion by Jeremy Anderson and a second by Jan Martin.

**5 Yeas - 0 Nays.**

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

**5. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS**

**6. CONSENT AGENDA**

**Motion Passed:** Motion to approve Consent Agenda as presented passed with a motion by Jeremy Anderson and a second by Jan Martin. **5 Yeas - 0 Nays.**

**6.1. Warrant of October 26, 2020**

**Rationale:** The Board will review and give consent to the warrant of October 26, 2020 in the amount of \$97,395.95.

## 6.2. Resignation of Speech & Language Teacher

**Rationale:** Mrs. Stephanie Jodice, Somers Elementary School Speech and Language Teacher, has put in her resignation. She was with Somers Public Schools for 10 years.

## 6.3. Retirement of Director of Cafeteria

**Rationale:** Mrs. Leslie Gengenbach will be retiring at the end of November, 2020. She has been over the cafeterias in the system and worked daily at Somers High School. She has been with Somers Public Schools since 1989.

**Discussion:** Discussion ensued regarding the food program. Position may be posted early November.

## 6.4. Retirement of MBA Custodian

**Rationale:** Mr. Gary Kane, 2nd shift custodian at Mabelle B. Avery Middle School, will be leaving us on January 2, 2021. He has been with Somers Public Schools since 2004.

# 7. NEW BUSINESS

## 7.1. 2021-2022 Budget Process and Calendar

**Rationale:** The Board is to review and approve the 2021-2022 Budget Process and Calendar.

**Motion Passed:** Motion to approve the 2021-2022 budget process and calendar as presented passed with a motion by Anne Kirkpatrick and a second by Marissa Marks. **5 Yeas - 0 Nays.**

# 8. OLD BUSINESS

# 9. ADMINISTRATIVE REPORTS

## 9.1. 2020 Veteran's Day Report

**Rationale:** Mrs. Senecal has prepared a report on the 2020 Veteran's Day.

**Discussion:** Superintendent Czapla stated that assemblies and visitors have been suspended this year due to COVID and the physical distance guidelines. SES, MBA, and SHS will recognize veterans via digital presentations.

## 9.2. Diversity & Equity Plan Update

**Rationale:** Mrs. Senecal has prepared the Diversity and Equity Plan Update.

**Discussion:** Superintendent Czapla stated that the Diversity and Equity Plan is reviewed and reported annually. Dina Senecal, Director of Curriculum, updated the BOE on the Diversity and Equity Plan. She stated that the team gathers information on past practice and investigates ways to move forward. There have been two meetings at this time. Courageous Conversations continues at SHS, but the team wants to take it further and continue work in the classroom. Staff has had Implicit Bias Training through Professional Development. Part of the focus this year will be a book study of "Not Light, But Fire" in conjunction with

"Creative Conversations" and following up with PD next fall utilizing these tools and teachings in the classroom. Mrs. Senecal is participating in antiracism training offered by the State. A "Mind the Gap" presentation was held at MBA and SHS. SES will be provided PD in the near future. She also envisions a book study during the summer for teachers and breakout groups in the fall. Mrs. Senecal will distribute a book list to BOE members that have been recommended by the CREC Equity Council.

### 9.3. Technology 5-Year Plan

**Rationale:** Mr. Rob Wilson has updated the Technology 5-Year Plan and will answer any questions.

**Discussion:** Rob Wilson, Director of Technology and Information Services, updated the BOE on the Technology 5-Year Plan. He stated that he has spaced out the updated technology cost more evenly over the five years. There was a high demand and need for every student to have a device. SHS received new Chromebooks this year. Every classroom was hard-wired for the teachers so as not to tax Wi-Fi. Wi-Fi hotspots were purchased in the spring and a few have been distributed. In order to prepare the staff for hybrid and remote learning, there was a significant amount of PD. The SPS Educational Technology Website was created for teachers to easily navigate digital platforms and research tutorials at their own pace. There were major changes that occurred in each classroom by adding secondary monitors and document cameras. Document cameras are portable if SPS moves to a full remote learning model. Superintendent Czapla acknowledged Mr. Wilson and his department for their tremendous work and dedication.

### 9.4. Superintendent's Update

**Rationale:** Mr. Czapla will update the Board of Education on issues of Somers Public Schools.

**Discussion:** Superintendent Czapla updated the BOE on recent events. SES has returned to full in-person learning. SES dismissals have been impressive with the purchase of the School Dismissal Manager program which parents download. Parents receive a code which is then scanned at dismissal. Drop-off has also gone smoothly. There are some people who carpool, but there is more ridership on buses now. Superintendent Czapla will be reevaluating full in-person learning at MBA and SHS. There is no target date at this time. He acknowledged the professionalism of the teachers who have been working very hard managing two classrooms. He is looking at different ways to support them and may utilize PD time to help with planning on their part. Discussion ensued among BOE members.

## 10. COMMITTEE REPORTS

### 10.1. CURRICULUM

**Discussion:** No report.

**10.2. POLICY**

**Discussion:** Anne Kirkpatrick reported that the committee is on hold.

**10.3. SALARY & NEGOTIATION**

**Discussion:** Chairman Devlin reported that there will be an upcoming administrators' meeting and that negotiations are going well.

**10.4. PLANNING**

**Discussion:** Superintendent Czapla reported that the next meeting will be held on 11/9/20 where there will be an annual review of the long-range facility plan as well as beginning the process of CIP approval.

**11. CREC UPDATE**

**Discussion:** Anne Kirkpatrick reported that Krista Cherry zoomed into Wednesday's meeting and is ready to take her place.

**12. ADJOURNMENT**

**Motion Passed:** Motion to adjourn the BOE meeting at 7:34 p.m. passed with a motion by Jan Martin and a second by Jeremy Anderson. **5 Yeas - 0 Nays.**

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Chairperson

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Superintendent

# Somers Board of Education General Budget Treasury Warrant

Report # 66219

Check Batch: 39473  
 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: 11/15/2020  
William B. Boutwell, Director of Business Services

39473	19204	11/09/2020	V01035	A W Gifford, Inc.	0.00	378.30
	19205	11/09/2020	V58674	Administrator, Unemployment Compensation	0.00	1,742.54
	19206	11/09/2020	V60790	Alternative Access Assistive Technology	0.00	5,253.75
	19207	11/09/2020	V52670	SYNCB/AMAZON	0.00	85.19
	19208	11/09/2020	V60064	Angeloni Refrigeration, LLC	0.00	788.00
	19209	11/09/2020	V60040	Anthem Life Insurance Company	0.00	2,513.61
	19210	11/09/2020	V54164	Auto Tek LLC	0.00	235.95
	19211	11/09/2020	V61683	Baldwin Media	0.00	2,500.00
	19212	11/09/2020	V02351	Brian's Tool Sales	0.00	22.00
	19213	11/09/2020	A00830	Calnen, Katie	0.00	91.05
	19214	11/09/2020	V61669	Choral Tracks LLC	0.00	599.99
	19215	11/09/2020	V61551	Cleaning Stuff	0.00	110.15
	19216	11/09/2020	V00161	CMEA	0.00	300.00
	19217	11/09/2020	V61675	Colony Hardware Corp	0.00	62.16
	19218	11/09/2020	V61455	ConnectCare, Inc	0.00	202,984.59
	19219	11/09/2020	V02198	The Connecticut Water Company	0.00	1,006.04
	19220	11/09/2020	V61473	COX Business	0.00	1,100.88
	19221	11/09/2020	V60089	Dime Oil Company LLC	0.00	434.28
	19222	11/09/2020	E00096	Duffy, Margaret	0.00	50.00
	19223	11/09/2020	V53643	East Coast Sign & Supply, Inc.	0.00	320.00

# Somers Board of Education General Budget Treasury Warrant

Report # 66219

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	19224	11/09/2020	V53027	Electrathon America	0.00	60.00
	19225	11/09/2020	V54168	First Student, Inc	0.00	85,872.55
	19226	11/09/2020	V02186	Film Scientific, Inc.	0.00	73.50
	19227	11/09/2020	V61236	Gateway Enterprise Corporation	0.00	118.00
	19228	11/09/2020	V01830	Gerry's Music Shop, Inc.	0.00	141.00
	19229	11/09/2020	V60920	Global Equipment Company	0.00	46.15
	19230	11/09/2020	V01790	Heinemann	0.00	184.90
	19231	11/09/2020	V21177	Home Depot CRC	0.00	662.61
	19232	11/09/2020	E00145	Hostetler, John	0.00	3,250.00
	19233	11/09/2020	V60043	IVEY Industries	0.00	316.55
	19234	11/09/2020	V00438	Journal Inquirer	0.00	327.00
	19235	11/09/2020	V61604	Kelly Refrigeration & Freezer	0.00	400.00
	19236	11/09/2020	E00178	Kosloski, Nicholas	0.00	29.43
	19237	11/09/2020	V02898	Magnakleen Services	0.00	96.67
	19238	11/09/2020	V21005	MSC Industrial Supply Co.	0.00	403.10
	19239	11/09/2020	V60983	OMNI Group, The	0.00	22.00
	19240	11/09/2020	V52476	River Valley Lawn Care LLC	0.00	875.19
	19241	11/09/2020	V61661	School Databooks	0.00	1,156.66
	19242	11/09/2020	V01292	School Specialty, Inc.	0.00	130.20
	19243	11/09/2020	V61387	Shipman & Goodman, LLP	0.00	292.50
	19244	11/09/2020	V61476	Signs of All Kinds, LLC	0.00	34.00
	19245	11/09/2020	V60616	Somers Public Schools	0.00	162.14
	19246	11/09/2020	V61682	Somers Rotary Club	0.00	175.00
	19247	11/09/2020	V01591	Town of Somers	0.00	4,862.43
	19248	11/09/2020	V60356	TPC Associates, Inc	0.00	1,653.00
	19249	11/09/2020	V53987	U.S. Bank Equipment Finance, Inc	0.00	2,592.92
	19250	11/09/2020	V60353	ULINE	0.00	45.86
	19251	11/09/2020	V61677	United Site Services	0.00	551.05
	19252	11/09/2020	V54059	Verizon Wireless	0.00	409.95
	19253	11/09/2020	V61281	Vernier Software & Technology	0.00	108.30
	19254	11/09/2020	V53413	W. B. Mason Co., Inc.	0.00	2,951.87
	19255	11/09/2020	V61410	Cardmember Service	0.00	76.43
	19256	11/09/2020	E00571	Wilson, Robert	0.00	976.18
<b>Totals:</b>					<u>0.00</u>	<u>\$329,635.62</u>

53 Checks Listed.

# Somers Board of Education General Journal Register

Report # 66218  
Batch: 39457  
Transaction: N/A  
Show Summary Only: Yes

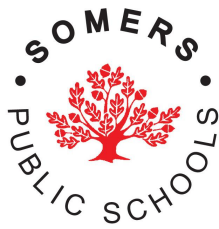
Batch # 39457	Control Total \$329,635.62	Status Posted	Created By Ibergamini	Created On 11/02/2020	Last Updated By Ibergamini	Last Updated On 11/05/2020
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Period, Fiscal Year Account Number	Account Description	DTF Base	Over Budget	Debits	Credits
<b>November, 2021</b>					
<b>Generated Distributions</b>					
10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			323,000.42	0.00
10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	323,000.42
	Total Generated Distributions			<b>\$323,000.42</b>	<b>\$323,000.42</b>
<b>User-Entered Distributions</b>					
10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	329,635.62
10-000-1-9-99-999-000-00-5-01695	COVID-19		Yes	860.70	0.00
10-100-2-2-14-241-611-01-5-00155	K-5 - GENERAL SUPPLIES			2,951.87	0.00
10-100-2-2-27-242-611-01-5-00904	K-5 - REMEDIAL READING SUPPLY			184.90	0.00
10-100-2-3-14-241-611-01-5-00157	MA - GENERAL SUPPLIES			797.33	0.00
10-100-2-3-16-220-641-01-5-00895	MA - LANGUAGE ARTS TEXTBOOK			85.19	0.00
10-100-2-3-20-242-611-01-5-00172	MA - MUSIC SUPPLIES			740.99	0.00
10-100-2-4-02-242-611-01-5-00165	HS - ART SUPPLIES			130.20	0.00
10-100-2-4-12-242-611-01-5-00183	HS - TECHNOLOGY ED SUPPLIES			89.43	0.00
10-100-2-4-28-242-611-01-5-00206	HS - SCIENCE SUPPLIES			73.50	0.00
10-100-2-5-14-241-611-01-5-00873	HS - SCHOOL TO CAREER SUPPLIES			50.00	0.00
10-120-9-9-98-955-330-02-5-01674	SW - GENERAL COMPUTER SUPPLIES			515.48	0.00
10-222-1-5-72-231-690-03-5-00810	SP ED - CONTRACTED SERVICES		Yes	5,253.75	0.00
10-231-1-5-74-134-330-10-5-00045	CO - NEWSPAPERS & MAGAZINES			7.96	0.00
10-231-1-5-74-134-590-10-5-00648	B.O.E. - OTHER PROF. SERVICES			2,814.50	0.00
10-232-1-5-72-134-540-04-5-00025	B.O.E. - COMMUNITY RELATIONS			233.48	0.00
10-232-1-5-72-258-690-04-5-00044	CO - ADVERTISING			327.00	0.00
10-232-6-5-66-830-440-04-5-00525	CO - COMPUTER SUPPLIES			162.14	0.00
10-240-1-4-50-137-810-05-5-00056	CO - COPIER RENTAL			648.23	0.00
10-240-6-2-66-830-440-04-5-00523	HS - INSTITUTIONAL DUES			300.00	0.00
10-240-6-3-66-830-440-03-5-00527	K-5 - COPIER RENTAL			648.23	0.00
10-240-6-4-66-830-440-04-5-00763	HS - COPIER RENTAL			648.23	0.00
10-259-1-2-40-123-590-04-5-00015	K-5 - FORMS & PRINTING			359.33	0.00
10-260-5-2-64-642-530-04-5-00363	K-5 - TELEPHONE		Yes	287.40	0.00
10-260-5-3-64-642-530-04-5-00365	MA - TELEPHONE			346.32	0.00

## Somers Board of Education General Journal Register

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On	
39457	\$329,635.62	Posted	Ibergamini	11/02/2020	Ibergamini	11/05/2020	
10-260-5-4-12-722-430-01-5-00395		HS - TECHNOLOGY ED MAINTENANCE			719.65	0.00	
10-260-5-4-28-722-430-01-5-00390		HS - SCIENCE MAINTENANCE			108.30	0.00	
10-260-5-4-42-722-430-06-5-00394		HS - ATHLETICS MAINTENANCE			347.90	0.00	
10-260-5-4-64-642-530-04-5-00366		HS - TELEPHONE			361.35	0.00	
10-260-5-5-64-642-530-04-5-00367		CO - TELEPHONE			515.76	0.00	
10-260-5-6-62-650-613-05-5-00377		SW - CUSTODIAL SUPPLIES		Yes	276.83	0.00	
10-260-5-6-62-722-430-08-5-00430		MA - BUILDING MAINTENANCE			1,731.36	0.00	
10-260-5-6-62-722-430-08-5-00439		HS - BUILDING MAINTENANCE			1,348.35	0.00	
10-260-5-6-62-722-430-08-5-00440		SW - EQUIPMENT REPAIR			368.10	0.00	
10-260-5-6-62-722-430-08-5-00442		SW - GROUNDS KEEP			875.19	0.00	
10-260-5-6-62-722-430-08-5-00445		SW - TOOL SUPPLY			282.81	0.00	
10-260-5-6-62-722-430-08-5-00447		SW - GENERAL REPAIR			110.55	0.00	
10-260-5-6-62-722-430-08-5-00884		MAINT. - BUILDING MAINTENANCE		Yes	338.00	0.00	
10-260-5-6-62-722-430-08-5-01646		SW - SECURITY		Yes	320.00	0.00	
10-260-5-6-64-722-690-05-5-00373		SW - WATER			1,006.04	0.00	
10-260-6-9-62-722-590-08-5-00453		SW - SOFTWARE MAINT CONTRACTS		Yes	9.99	0.00	
10-270-4-5-84-521-510-12-5-00325		TRANSPORTATION - ELEMENTARY			28,441.58	0.00	
10-270-4-5-84-521-510-12-5-00326		TRANSPORTATION - SECONDARY			34,164.05	0.00	
10-270-4-5-84-521-627-12-5-00327		BUS FUEL			4,770.19	0.00	
10-270-9-9-84-522-510-12-5-00329		SP ED - VANS			22,804.50	0.00	
10-279-4-3-42-530-580-06-5-00336		MA - ATHLETIC TRIPS			462.42	0.00	
10-280-6-5-82-820-200-13-5-00341		SW - GASOLINE SCHOOL VEHICLES			526.52	0.00	
10-280-6-5-82-820-200-13-5-00512		LIFE AND AD&D INSURANCE			2,513.61	0.00	
10-280-6-5-82-820-200-13-5-00517		UNEMPLOYMENT INSURANCE		Yes	1,742.54	0.00	
10-320-7-3-42-880-590-06-5-00596		MA - HEALTH SAVINGS ACCOUNT		Yes	202,984.59	0.00	
10-613-9-9-88-955-561-14-5-00673		SP ED - TUITION			91.05	0.00	
					3,250.00	0.00	
Total User-Entered Distributions						\$329,635.62	\$329,635.62
Total for November, 2021						\$652,636.04	\$652,636.04
<b>Grand Total for Batch # 39457</b>						<b>\$652,636.04</b>	<b>\$652,636.04</b>

187 Transactions Listed.



## Board of Education Administrative Report

Title of Report: Pupil Services and Special Education: Coping with Covid

Board Meeting Date: November 9, 2020

Action

Report

Information

Discussion

Submitted by: Denise Messina

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### ***Executive Summary***

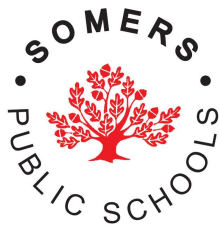
#### **Coping with Covid**

Consistent with prior Connecticut State Department of Education (CSDE) guidance, as Planning and Placement Teams (PPTs) convene throughout the school year, teams should develop Individual Education Plans (IEPs) that provide Free and Appropriate Public Education (FAPE) according to the Individual with Disabilities Education Act (IDEA) as though the student will be attending school full time, in-person, under normal health conditions.

That being said, conditions may change throughout the school year, so PPTs should attempt to develop annual goals and short-term objectives in such a manner that the goals and objectives can be addressed in each of the three instructional delivery models.

#### **Changes due to Covid**

- Disruption of PPTs, evaluations and services (remote implementation)
- Shift in administrative coverage for PPT meetings
  - March 2020 – June 2020
  - School Year 2020-2021
- PreK: meeting and supervision shift/student enrollment shift
- Staffing and service delivery challenges
- Increased demand for staff to log services / data entry
- Decreased capacity for customer service
- Compensatory services verses recovery services



**Board of Education  
Administrative Report**

**IEP meetings held from March 13- June 30, 2020**

SES: 33  
MBA: 16  
SHS: 33  
OOD/magnet: 7  
**TOTAL: 89**

**Evaluations completed over this past summer:**

35 evaluations  
25 students

We have prioritized in-person services to highest needs students, if and when it can be done so consistent with public health and safety protocols. The option of Full (daily) In Person Learning was initially available to our highest needs students.

**2020-2021 Caseload**

Students on IEPs as of October 28, 2020:

SES: 93  
MBA: 46  
SHS: 67  
OOD: 10  
Magnet: 4  
**TOTAL: 220**

Students with IEPs offered 5 days initially

- Highest needs students supported in the most restrictive programming
- FAB, PAL, PreK, Pathways, SHS/ HUB (22 students: 10%)

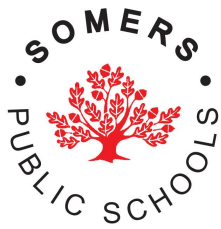
Now, at this time, all our students with IEPs (100%) have been offered the option of Full (daily) In Person Learning.

October 19<sup>th</sup>: MBA & SHS Students on IEPs offered 5 days

- 40 students with IEPs (district wide) have opted for full remote (18.8%)
- 44 of MBA & SHS students with IEPs accepted Daily In-Person (49 %)

**Implications for 2020-2021 triennial evaluations**

SES: 22  
MBA: 14  
SHS: 14  
OOD: 4  
Magnet: 2  
**TOTAL: 56** (does not include initial evaluations)



## **Board of Education Administrative Report**

Due to the public health mandates, schools may not be able to provide all services in the same manner as they would under normal health conditions. School districts are allowed flexibility in determining how these services can be provided including but not limited to the use of technology, tele-therapy, or remote instruction. Students must receive all services documented in their IEPs through in-person instruction, remote instruction, or a combination of both, with a strong emphasis on providing in-person instruction. In order to prepare for the potential of delivering special education and related services within the three instructional delivery models, school districts will need to prioritize planning for whatever model of instructional delivery is in place at the start of the school year.

### **Learning Model IEP Implementation Plan**

The CSDE has developed the Learning Model IEP Implementation Plan (LMIIP) form for districts to document the delivery of special education and related services that may be affected by the school district's response to the pandemic. The LMIIP must be used to describe any differences in the delivery of IEP services and will serve as the required notice to parents. A change in delivery of IEP services due to a transition to a different instructional delivery model alone does not constitute a change of placement.

The LMIIP is based upon the student's current IEP that was designed for implementation as if school were in session under normal health conditions. The LMIIP does not replace the student's IEP. The LMIIP is not part of the IEP but a temporary tool used to identify how a student's current IEP is being implemented during the COVID-19 pandemic. The LMIIP communicates the adjustments that need to be made to the manner in which a student's IEP would be implemented in the Hybrid and Full Remote Models. The LMIIP does not require a parent signature. It is permissible to discuss the LMIIP during a planning and placement team (PPT) meeting, although not required.

*We are in this together. We all need each other to stay well and healthy, be strong, flexible and positive, focus on what matters and pay attention to silver linings.*