

## BOE Meeting Template

Monday, January 26, 2009 7:00 PM

Mabelle Avery Middle School District Offices Board Room, 4 Vision Boulevard, Somers, CT 06071

1. CALL TO ORDER 3
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MINUTES 8
  1. January 12, 2009
4. AUDIENCE TO CITIZENS/STAFF/STUDENTS
5. CORRESPONDENCE
6. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS
7. CONSENT AGENDA
1. Approval of Bills 14
8. NEW BUSINESS 24
  1. First Warning of DBS Code: 3516.11-Pest Management 24  
The Policy Committee has reviewed these policies and recommended them for first warning. DBS Codes: 3516.11, 4113, and 4117.2 are existing policies that CABA has recommended we revise. DBS 6144.1, 6159, 6159.1, and 9327 are new recommended good practice policies. Second warning/adoption will be at the 2/9/09 meeting.
  2. First Warning of DBS Code: 4113-Assignment 26  
The Policy Committee has reviewed these policies and recommended them for first warning. DBS Codes: 3516.11, 4113, and 4117.2 are existing policies that CABA has recommended we revise. DBS 6144.1, 6159, 6159.1, and 9327 are new recommended good practice policies. Second warning/adoption will be at the 2/9/09 meeting.
  3. First Warning of DBS Code: 4117.2-Resignation 28  
The Policy Committee has reviewed these policies and recommended them for first warning. DBS Codes: 3516.11, 4113, and 4117.2 are existing policies that CABA has recommended we revise. DBS 6144.1, 6159, 6159.1, and 9327 are new recommended good practice policies. Second warning/adoption will be at the 2/9/09 meeting.
  4. First Warning of DBS code: 6144.1-Exemption from Instruction 29  
The Policy Committee has reviewed these policies and recommended them for first warning. DBS Codes: 3516.11, 4113, and 4117.2 are existing policies that CABA has recommended we revise. DBS 6144.1, 6159, 6159.1, and 9327 are new recommended good practice policies. Second warning/adoption will be at the 2/9/09 meeting.
  5. First Warning of DBS Code: 6159-Individualized education Program/SPED Program 31  
The Policy Committee has reviewed these policies and recommended them for first warning. DBS Codes: 3516.11, 4113, and 4117.2 are existing policies that CABA has recommended we revise. DBS 6144.1, 6159, 6159.1, and 9327 are new recommended good practice policies. Second warning/adoption will be at the 2/9/09 meeting.
  6. First Warning of DBS Code: 6159.1-Instructional Arrangements 37  
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  7. First Warning of BS Code: 9327-Meetings 39  
The Policy Committee has reviewed these policies and recommended them for first warning. DBS Codes: 3516.11, 4113, and 4117.2 are existing policies that CABA has recommended we revise. DBS 6144.1, 6159, 6159.1, and 9327 are new recommended good practice policies. Second warning/adoption will be at the 2/9/09 meeting.

8. Second Warning/Adoption of DBS Code: 5144.3-Discipline of Students with Disabilities 41  
 These policies were reviewed by the Policy Committee and first warned at the 1/12/09 board meeting. They are now recommended for adoption.
9. Second Warning/Adoption of DBS Code: 6145.3-Publications 43  
 These policies were reviewed by the Policy Committee and first warned at the 1/12/09 board meeting. They are now recommended for adoption.
10. Second Warning/Adoption of DBS Code: 6161.2-Care of Instructional Materials 44  
 These policies were reviewed by the Policy Committee and first warned at the 1/12/09 board meeting. They are now recommended for adoption.
11. Second Warning/Adoption of Botany Elective Textbook  
 These policies were reviewed by the Policy Committee and first warned at the 1/12/09 board meeting. They are now recommended for adoption.
12. DBS Code: 4117.1-Retirement 45  
 The Policy Committee has reviewed the current district's retirement policy and additional recommendations made by the CAFE Policy Service. As a result of these reviews, the Policy Committee feels that there is no longer a need to have such a policy.
9. OLD BUSINESS
10. ADMINISTRATIVE REPORTS
1. Superintendent's Report
1. School Wellness Committee Report  
 Carol Meagher, MBA Head Nurse will give a brief overview of the work addressed this year by the School Wellness Committee. The focus will be primarily upon the recently adopted food allergy policy and nutrition program.
2. Lunch Program Report  
 Cathi Smith, Lunch Program Director and Leslie Gengenbach, Assistant Lunch Program Director will present to the board an update on the current school lunch program and modifications that have taken place this school year.
11. COMMITTEE REPORTS
1. Budget
2. Curriculum
3. Policy
4. Salary & Negotiations
5. Planning
6. Other Committees
12. OTHER
13. ADJOURNMENT

## SOMERS BOARD OF EDUCATION

Ninth District Road

Somers, CT 06071

[www.somers.k12.ct.us](http://www.somers.k12.ct.us)

### MINUTES OF THE MEETING – January 26, 2009

<b>Members Present:</b>	T.Henderson, R.Lees, M.Marquardt, D.Palmer, D.Atkinson, E.Boucher, A.Kirkpatrick, T.Potrikus (arrived at 7:23 p.m.)
<b>Members Absent:</b>	J.Formeister
<b>Administrators Present:</b>	M.Suffredini, J.Houle, B.Boutwell
<b>Staff Present:</b>	L.Gengenbach, C.Smith, E.Smith, C.Meagher
<b>Citizens Present:</b>	None in attendance
<b>Students Present:</b>	None in attendance
<b>Student Representatives:</b>	None in attendance
<b>Others:</b>	First Selectman, David Pinney

#### 1.0 CALL TO ORDER

The regular meeting of the Board of Education was called to order at 7:03 p.m. by Chairman Henderson in the Mabelle B. Avery Middle School-BOE Board Room.

#### 2.0 PLEDGE OF ALLEGIANCE

#### 3.0 APPROVAL OF MINUTES

3.1 January 12, 2009 Regular Meeting – It was MOVED (D.Palmer) SECONDED (M.Marquardt) to approve the January 12, 2009 Board of Education regular meeting minutes as presented. PASSED 7-0

#### 4.0 AUDIENCE TO CITIZENS/STAFF/STUDENTS

#### 5.0 CORRESPONDENCE

Chairman Henderson reported receipt of the following:

- Information from Wesleyan University regarding a Summer for Creative Youth, Residency in the Arts program to be held July 28<sup>th</sup> through August 11<sup>th</sup>.
- A letter from Asnuntuck Community College regarding the College Connections program.
- An email regarding martial arts instruction.
- A letter from the Commissioner of the State Board of Education regarding secondary school reform.
- A memo from Connecticut Conference of Municipalities titled *State Board of Education FY 09-10 Reduction Options: Estimated Impact on Your Municipality*.

All correspondence received will be forwarded to appropriate administrators.

#### 6.0 OPPORTUNITY TO ADD/DELETE AGENDA ITEMS

#### 7.0 CONSENT AGENDA

7.1 Approval of 1/26/09 Bills – \$96,590.06

It was MOVED (D. Palmer) SECONDED (D.Atkinson) to approve the 1/26/09 bills in the amount of \$96.590.06. PASSED 7-0

## **8.0 NEW BUSINESS**

- 8.1** First Warning of DBS Code: 3516.11 – Pest Management
- 8.2** First Warning of DBS Code: 4113 – Assignment
- 8.3** First Warning of DBS Code: 4117.2 – Resignation
- 8.4** First Warning of DBS Code: 6144.1 – Exemption from Instruction
- 8.5** First Warning of DBS Code: 6159 – Individualized Education Program/SPED Program
- 8.6** First Warning of DBS Code: 6159.1 – Instructional Arrangements
- 8.7** First Warning of DBS Code: 9327 – Meetings

The Policy Committee and administration have reviewed these policies and recommended them for a First Warning. DBS Codes: 3516.11, 4113, and 4117.2 are existing policies with revisions recommended by CABE. DBS Codes 6144.1, 6159, 6159.1, and 9327 are policies recommended by CABE.

Policies listed 8.1-8.7 will be brought forward for a Second Warning and Adoption at the February 9, 2009 BOE Meeting.

- 8.8** Second Warning/Adoption of DBS Code: 5144.3 – Discipline of Students with Disabilities  
It was MOVED (D. Palmer) SECONDED (M. Marquardt) to adopt DBS Code: 5144.3 – Discipline of Students with Disabilities as presented. PASSED 7-0
- 8.9** Second Warning/Adoption of DBS Code: 6145.3 – Publications  
It was MOVED (D.Palmer) SECONDED (A.Kirkpatrick) to adopt DBS Code: 6145.3 – Publications as presented. PASSED 7-0
- 8.10** Second Warning/Adoption of DBS Code: 6161.2 – Care of Instructional Materials  
It was MOVED (D. Palmer) SECONDED (A. Kirkpatrick) to adopt DBS Code: 6161.2 – Care of Instruction Materials as presented. PASSED 7-0
- 8.11** Second Warning/Adoption of Botany Elective Textbook  
It was MOVED (R.Lees) SECONDED (D.Palmer) to approve the Botany textbook *Introduction to Botany* as presented. PASSED 7-0
- 8.12** DBS Code: 4117.1 – Retirement  
It was MOVED (D.Palmer) SECONDED (D.Atkinson) to remove DBS Code: 4117.1 – Retirement from the Board of Education Policy Manual. PASSED 7-0

## **9.0 OLD BUSINESS - None**

## **10.0 ADMINISTRATIVE REPORTS**

### **10.1 Superintendent's Report**

#### **10.1.1 School Wellness Committee**

Carol Meagher, Mabelle B. Avery Middle School Head Nurse and Chairman of the School Wellness Committee, presented an overview of the work being done by the committee.

Mrs. Meagher reported that the School Wellness Committee reconvened last year. The committee includes the Superintendent of Schools, the school nurses, the food service personnel, teachers, parents and a student. The committee's focus is to promote the health and safety of all students.

Recently, the committee worked with the Board of Education Policy Committee to develop a food allergy policy that outlines procedures for dealing with students who have life threatening food allergies.

The Board of Education recently approved the food allergy policy for the district which is now being implemented in all three schools. Individual plans are in place for each student who suffers from a life threatening food allergy. The Wellness Committee is looking for feedback as to how the policy is working.

Mrs. Meagher reported that the committee is now discussing whether or not to restrict food that is brought into the classrooms. Many teachers have already moved away from having food for classroom celebrations.

The School Wellness Committee has reviewed the nutritional needs of the district and, as a result, many modifications in the food service program have occurred, including healthier food choices and listing of product ingredients.

The committee will be reviewing physical activities, cardiac care and obesity along with other student health and safety issues.

## **10.2 Lunch Program Report**

Cathi Smith, Lunch Program Director and Leslie Gengenbach, Assistant Lunch Program Director, presented an update on the current school lunch program and reported on the modifications that have taken place.

Mrs. Smith reported the following modifications have been made:

- Only government approved peanut free ice cream is served at Somers Elementary School.
- The elementary school has two peanut free tables in the cafeteria.
- The high school and middle school serve only baked or reduced fat snacks.
- There was a slight increase in prices at the start of the school year due to increased vendor costs.

Mrs. Smith reported that all peanut products have been removed temporarily from all three schools because of the recent Salmonella contamination reports involving peanut butter.

The cafeterias in all three buildings were inspected in September and December. All passed with high marks.

The Lunch Program Director and Assistant Director are working with Social Worker, Steve Mooney, and the Director of Business Services, Bill Boutwell, to streamline the free and reduced lunch program. The Somers lunch program does not receive Federal Aid; however, the number of students receiving free or reduced lunch is reported to the state and included in the Strategic School Profile.

Mrs. Smith will contact the PTA regarding giving a presentation on the lunch program to parents.

## 11.0 COMMITTEE REPORTS

### 11.1 Budget

#### 11.1.1 2009-2010 Budget

Chairman Henderson reported that Dr. Suffredini has been keeping the Board informed regarding the declining state budget and how this may impact both the town and school budgets.

Dr. Suffredini has offered not to take a pay increase for the 2009-2010 school year.

Dr. Suffredini reported that because of the current economic crisis, he contacted the presidents of all the bargaining unions and asked that they survey their members to see if they would be willing to agree to a wage freeze in lieu of layoffs. This proposal would save the district approximately \$500,000. The SEA and SAA unions did not agree to this proposal. Therefore, it failed since everyone was needed to agree.

Dr. Suffredini has also distributed a letter to all staff regarding the seriousness of the budget situation.

Dr. Suffredini reported that he will be putting together a level funded budget for 2009-2010 which means that approximately \$820,000 will need to be cut to cover the increase in salaries, health insurance, transportation and additional special education costs.

Dr. Suffredini and Bill Boutwell will be meeting with the directors and administrators to discuss where cuts can be made. He stated that he is committed to keeping programs in place and will approach budget preparations from that perspective. Dr. Suffredini stated that cuts would be made across the board affecting all positions. Current vacancies are not being filled, unless they are critical classroom teacher positions, and that vacancies due to retirements will be absorbed where possible.

Dr. Suffredini will present a format to the Board by the end of this week and at that point he would like to accelerate the process. He asked the Board to be prepared to schedule the public budget presentation and the budget presentation to the Board of Finance as soon as possible. The state budget will be presented on February 4<sup>th</sup>. The Board will discuss the school budget at their February 6<sup>th</sup> meeting.

Selectman Pinney reported that he has met with Senator Kissel and State Representative, Penny Bacchioni and was informed to expect at least a 10% cut in funding from the state because the state deficit keeps growing.

Dr. Suffredini will speak to the PTA and the PTSA about the budget crisis and what the impact will be. Dr. Suffredini anticipates larger class sizes and shared services.

To protect the interests of the district, all non-tenured personnel will receive notification prior to April 1<sup>st</sup> that their position may be eliminated. Final decisions will not be made until after the town referendum.

It was reported to the Board of Finance that the union members did not vote favourably on the wage freeze proposal. an explanation from Dr. Suffredini. Dr. Suffredini plans to attend the next Board of Finance meeting to give them an update.

**11.1.2 2008-2009 Budget**

B.Boutwell reported that there are a lot of financial pressures impacting the budget; however, adjustments are being made to accommodate the increased financial demands, including a budget freeze.

**11.2 Curriculum**

No report

**11.3 Policy**

The next Policy Committee meeting is scheduled for February 2, 2009.

**11.4 Salary & Negotiations**

Negotiation meetings will be scheduled with the custodial union.

**11.5 Planning**

B.Boutwell reported that the Mabelle B. Avery Middle School Building Project is scheduled to close once the final payment is made to Enfield Builders and all the paperwork is completed and an audit is conducted. The Board will be presented with the final documents for acceptance of the project.

**11.6 Other Committees**

**12.0 OTHER**

**13.0 ADJOURNMENT**

It was MOVED (T.Potrikus) and SECONDED (D.Palmer) to adjourn the regular meeting of the Somers Board of Education at 8:15 p.m. PASSED 8-0

Respectfully submitted,

Debra Atkinson, Secretary  
Joan Jaquith, Recording Secretary

These minutes are not official until approved at a subsequent meeting.

## SOMERS BOARD OF EDUCATION

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### MINUTES OF THE MEETING – January 12, 2009

<b>Members Present:</b>	T.Henderson, T.Potrikus, R.Lees, M.Marquardt, D.Palmer, D.Atkinson, J.Formeister, E.Boucher
<b>Members Absent:</b>	A.Kirkpatrick
<b>Administrators Present:</b>	M.Suffredini, J.Houle, P.Collin, B.Boutwell
<b>Staff Present:</b>	L.Tracy
<b>Citizens Present:</b>	P.Sibilia, M.Rudolf
<b>Students Present:</b>	A.Grady, J.Cheney, S.Bailey, M.Arnold, B.Langlois, R.Moustafa, A.Foster, G.Sibilia, M.Krupauerova, J.Blauvelt, L.Dumas
<b>Student Representatives:</b>	None in attendance
<b>Others:</b>	

#### 1.0 CALL TO ORDER

The regular meeting of the Board of Education was called to order at 7:06 p.m. by Chairman Henderson in the Mabelle B. Avery Middle School-BOE Board Room.

#### 2.0 PLEDGE OF ALLEGIANCE

#### 3.0 APPROVAL OF MINUTES

- 3.1 November 24, 2008 Special Meeting – It was MOVED (T.Potrikus) SECONDED (M.Marquardt) to approve the November 24, 2008 Board of Education special meeting minutes as presented. PASSED 7-0-1 abstention (E.Boucher)
- 3.2 November 28, 2008 Special Meeting - It was MOVED (D.Atkinson) SECONDED (T.Potrikus) to approve the November 28, 2008 Board of Education special meeting minutes as presented. PASSED 7-0-1 abstention (E.Boucher)
- 3.3 December 8, 2008 – Regular Meeting - It was MOVED (T.Potrikus) SECONDED (D.Atkinson) to approve the December 8, 2008 Board of Education regular meeting minutes as corrected. PASSED 8-0

The December 8, 2008 minutes were corrected as follows:

11.1 last paragraph corrected to read as follows: Dr. Suffredini will, at his discretion, forward appropriate emails to the Board of Education.

#### AUDIENCE TO CITIZENS/STAFF/STUDENTS

##### 4.1 Curriculum Presentations: Science and Food Service

###### 4.1.1 Food Service

L.Tracy, Food Service Teacher at Somers High School, presented an overview of the two courses offered: Food Service & Management 1 and Food Service & Management 2. These courses are full year two credit courses. Students in Food Service & Management 1 earn credits from Manchester Community College through the College Career Pathways. Students completing both Food

Service & Management 1 and 2 with a “C” average or better receive seven college credits through the College Career Pathways program.

There are currently 16 students enrolled in each class.

Ms. Tracy reported that these occupational food service programs are offered to juniors and seniors and are designed for students who are interested in the preparation of food and the exploration of the hospitality industry.

Ms. Tracy reported that students are exposed to basic food preparation with emphasis on hot food preparation and baking techniques. Students learn employable skills and restaurant management through various activities that involve preparing and serving food in a restaurant and banquet setting.

All students become members of Family, Community, Career Leaders of America (FCCLA) that offers many competitive events and grant opportunities for students who wish to pursue this career field.

Ms. Tracy reported that the Food Service & Management curriculum will be reevaluated in the spring.

When asked what she felt the program needed, Ms. Tracy stated that the wood storage cabinets should be replaced with stainless steel because the wood cabinets are difficult to keep sanitary.

#### 4.1.2 Science

Dr. Houle updated the Board regarding the progress on implementing the science curriculum that was adopted in June 2008.

Dr. Houle reported that instructional units are currently being written for each of the courses using UbD and CMT/CAPT data analysis. Science teachers will be working on these units during the January 20<sup>th</sup> Professional Development Day. Common Formative Assessments will be incorporated into the units. The teachers will begin teaching these units in the spring.

Dr. Houle reported that the high school science department is currently writing curriculum for the science electives.

Dr. Houle presented an overview of the grant programs we are currently involved in and for which we have applied. We are in the process of applying for continued grant funding from the Department of Environmental Protection to be used toward awareness and stewardship of the shore ecosystem and have already received funding through the Teacher Quality Partnership to be used to explore meshing science and language arts instruction and to further enhance science instruction overall through various means (assessments, differentiation).

T.Potrikus asked if there was any feedback from former students who have gone into the science field regarding their preparation for this field during high school. Dr. Houle will request any feedback from Ms. Porter to report back to the Board.

Chairman Henderson explained Audience To Citizens/Staff/Students to the students who were in attendance.

**5.0 CORRESPONDENCE**

**5.1** Chairman Henderson reported receipt of the following:

- *MBA Advocate*
- Intent to retire letter from Judy Gonyea
- A letter from SEA President, A.Phillips
- Several Christmas Cards
- Thank you notes from S.Selley and J.Jaquith

**6.0 OPPORTUNITY TO ADD/DELETE AGENDA ITEMS**

**7.0 CONSENT AGENDA**

**7.1** Approval of 1/12/09 Bills – \$276,767.47

It was MOVED (M.Marquardt) SECONDED (R.Lees) to approve the 1/12/09 bills in the amount of \$276,767.47. PASSED 8-0

**7.2** Retirement (J.Gonyea) Resignation (M.Clay)

It was MOVED (M.Marquardt) SECONDED (R.Lees) to accept the retirement notification from J.Gonyea effective at the end of the 2008-2009 school year. PASSED 8-0

It was MOVED (M.Marquardt) SECONDED (R.Lees) to accept the resignation submitted by M. Clay effective January 13, 2009. PASSED 8-0

**7.3** Request for Child-Rearing Leave (K.Chung/S.Burda)

It was MOVED (M.Marquardt) SECONDED (R.Lees) to approve the maternity and child-rearing leave requested by K.Chung beginning approximately the second week of April 2009 through the end of the 2008-2009 school year. PASSED 8-0

It was MOVED (M.Marquardt) SECONDED (R.Lees) to approve the maternity and child-rearing leave requested by S.Burda starting April 27, 2009 and extending through the end of the 2008-2009 school year. PASSED 8-0

**8.0 NEW BUSINESS**

**8.1** Second Warning/Adoption of DBS Code: 2120: Organizational Chart

**8.2** Second Warning/Adoption of DBS Code: 3511 – Compliance with 504 Regulations

**8.3** Second Warning/Adoption of DBS Code: 4112.5/4212.5 – Security Check/Fingerprinting

**8.4** Second Warning/Adoption of DBS Code: 5125.11 – Health/Medical Records

**8.5** Second Warning/Adoption of DBS Code: 5131.21 – Threats or Acts of Violence

**8.6** Second Warning/Adoption of DBS Code: 5141.6 – Crisis Prevention/Response

**8.7** Second Warning/Adoption of DBS Code: 5144.1 – Use of Physical Force and Seclusion Policy

It was MOVED (T.Potrikus) SECONDED (D.Palmer) to adopt policies listed as 8.1 through 8.7 as presented. PASSED 8-0

**8.8** First Warning of DBS Code: 51443 – Discipline of Students with Disabilities

**8.9** First Warning of DBS Code: 6145.3 – Publications

**8.10** First Warning of DBS Code: 6161.2 – Care of Instructional Materials

**8.11** First Warning of DBS Code: 4117.1 – Retirement

Second Warning and Adoption of policies listed as 8.8 through 8.10 will be scheduled for the January 26, 2009 BOE meeting. Policies DBS Code: 51443, 6145.3 and 6161.2 are new CABE recommended policies.

Action will be taken to remove DBS Code: 4117.1 – Retirement from the BOE Policy Manual at the January 26, 2009 BOE meeting.

**8.12** Approval of Co-op Tennis Agreement

It was MOVED (R.Lees) SECONDED (D.Palmer) to approve the Co-op Tennis Agreement with Ellington High School with no cost or expenses to be provided by the Somers Board of Education. PASSED 8-0

Dr. Suffredini stated that the NCCC has approved this co-op merger and the program will run the same as it did last year. Ellington will schedule a meeting to explain the program to students and parents.

**8.13** Adoption of Botany Elective for Science Curriculum

It was MOVED (R.Lees) SECONDED (D.Atkinson) to approve the Botany elective, as written, for inclusion into the approved Science Curriculum. PASSED 8-0

Dr. Houle reported that the Botany elective was reviewed by both the district Instructional Leadership Team (ILT) and the BOE Curriculum Committee and both groups recommended presentation to the Board of Education.

Dr. Houle reported that the Botany curriculum was developed by the high school science department. The existing curriculum was revised to link to the state framework.

**8.14** First Warning of Botany Elective Textbook

Dr. Houle stated that the Somers High School science department is requesting that textbook *Introduction to Botany* be purchased to accompany the Botany elective. This textbook was reviewed, along with other textbooks, and it was determined by the science department as the most appropriate text for the course. This textbook is a college level text; however, it is very comprehensive and grade appropriate. It also has an online component. Currently there are 25-26 students per semester taking this course. It is recommended that 30 copies of this textbook be purchased.

The recommended textbook has been reviewed by both the district Instructional Leadership Team (ILT) and the BOE Curriculum Committee. Both groups support approval of this textbook for this elective.

Second Warning/Adoption scheduled for the January 26, 2009 BOE meeting.

**9.0** OLD BUSINESS - None

**10.0** ADMINISTRATIVE REPORTS

**10.1** Strategic Plan Update

Dr. Suffredini updated the Board on the work that has been done or is in progress on the three Strategic Goals.

Development of assessments and instructional strategies will be the focus of the January 20<sup>th</sup> Professional Development Day.

The Curriculum Specialist Teachers (CST) are working on integrating technology into their curriculum. Teachers are reviewing pre-CAPT test results.

J.Morrow is investigating a leasing program to improve the student/computer ratio.

Work is being done to coordinate the internal and external components of PowerSchool. The public parent module will be available in February for scheduling purposes.

Mr. Morrow applied for a grant to offer staff training in wikis, podcasting and blogs as instructional tools. The grant was approved and training is currently taking place.

Mr. MacFeat is assessing the condition of all the buildings and a status report will be presented at the second meeting in February.

Dr. Suffredini requested that “Strategic Plan Update” be moved to the second BOE meeting of each month. The next report will be scheduled for the February 23<sup>rd</sup> BOE meeting.

**10.2** Enrollment 1/1/2009

Dr. Suffredini reported that there has been an overall increase of 3 students since December 1, 2008. The 1724 enrollment figure reflects a drop of 1 student each in grades 1 and 7 due to students moving out of district and an increase of 1 student each in kindergarten, grade 4 and grade 9. Grade 12 reflects a change of 1 student who moved out of district and 1 student returning.

The Board requested that the October 1, 2008 enrollment figures be added to the monthly enrollment report.

**10.3** Budget Schedule/Planning Discussion

Dr. Suffredini reported that the budget process is on hold until more definitive information is received regarding what revenue will be available and what the overall impact will be on the town budget.

Dr. Suffredini reported that he; the Business Manager, the Board of Finance and the Board of Selectmen have been meeting and discussing different budget scenarios. Dr. Suffredini anticipates that he will know what steps will need to be taken by the next Board meeting. He will keep the Board informed.

**10.4** Update on Emergency Tabletop Exercise

Dr. Suffredini reported that an Emergency Tabletop Exercise was held in December within the district. This exercise was used to test the preparedness of the administrators and the town’s emergency personnel to deal with a crisis on campus. Dr. Suffredinin reported that it was a very effective exercise.

**11.0 COMMITTEE REPORTS**

**11.1 Budget**

B.Boutwell reported that the payroll was done last week for the first time using the new financial software. Mr. Boutwell commended Paul Noury for all the work he did in getting this system up and running.

Mr. Boutwell stated that they are not totally converted over to the new financial system yet and that there is still a lot of work to do.

Mr. Boutwell reported that there is now a budget freeze in place and all administrators have been notified. Critical needs will be reviewed. Mr. Boutwell stated that there is a need to conserve resources.

Out of district placements, substitute teacher needs, and snow storms resulting in overtime costs have all had a negative impact on the budget.

Mr. Boutwell reported that funds have been received from the heating assistance grant.

There are currently 16 out of district placements; however, there are changes anticipated. Mr. Boutwell will present a report in February.

**11.2 Curriculum**

No report

**11.3 Policy**

The next Policy Committee meeting is scheduled for February 2, 2009.

**11.4 Salary & Negotiations**

Negotiations with the custodial union are in progress.

**11.5 Planning**

A CIP meeting is scheduled for January 14, 2009.

**11.6 Other Committees**

**12.0 OTHER**

**12.1** Chairman Henderson will write a memo to the Board of Finance informing them of the recent donation of a scoreboard for Somers Elementary School from the Somers Basketball Association. The Board will keep the Board of Finance informed of all future donations received.

**13.0 ADJOURNMENT**

It was MOVED (D.Atkinson) and SECONDED (J.Formeister) to adjourn the regular meeting of the Somers Board of Education at 8:18 p.m. PASSED 8-0

Respectfully submitted,

Debra Atkinson, Secretary  
Joan Jaquith, Recording Secretary

These minutes are not official until approved at a subsequent meeting.

GENERAL BUDGET FINANCIAL REPORT

**2008-2009**

DATE: 1/26/09

ACCOUNTS PAYABLE TOTAL: \$ 96,590.06

PAYROLL:

PAYROLL DATE: 01/09/09 \$ 497,930.34

**TOTAL: \$594,520.40**

APPROVED BY:

*William B. Boutwell*

**WILLIAM B. BOUTWELL**

DATE:

1/21/09

Treasury Warrant: 01-18

FY: 2009 for Warrant Dated 1/26/2009

with Checks Dated: 1/26/2009

Charge Account/Vendor Name	Ref #	Invoice #	Invoice Date	Check Number	Amount
<b>K-5 - LANGUAGE ARTS SUPPLIES</b>					
722 10-100-2-2-16-242-611-2000-01 SCHOLASTIC, INC.	194125	Inv 2346349	12/23/2008	2000867	\$797.83
BARNES & NOBLE #5993233	194069	Inv IN 155017	12/22/2008	2000829	\$50.35
<b>Line Account Total:</b>					<b>\$848.18</b>
<b>K-5 - SCIENCE/HEALTH SUPPLIES</b>					
202 10-100-2-2-28-242-611-2000-01 FLINN SCIENTIFIC, INC.	194085	Inv 1258020	12/30/2008	2000841	\$12.95
NASCO	194137	Inv 856417	1/8/2009	2000856	\$120.25
<b>Line Account Total:</b>					<b>\$133.20</b>
<b>MA - GENERAL SUPPLIES</b>					
157 10-100-2-3-14-241-611-2000-01 SCHOOL SPECIALTY, INC.	194136	Inv 308100326	1/8/2009	2000868	\$329.44
<b>Line Account Total:</b>					<b>\$329.44</b>
<b>MA - MUSIC SUPPLIES</b>					
172 10-100-2-3-20-242-611-2000-01 J.W. PEPPER & SON, INC. 2480 INDUSTRIAL BLVD	194094	Inv 01D66955	10/28/2008	2000846	\$11.44
<b>Line Account Total:</b>					<b>\$11.44</b>
<b>HS - ART SUPPLIES</b>					
165 10-100-2-4-02-242-611-2000-01 BLICK ART MATERIALS	194139	Inv 7207375	12/11/2008	2000830	\$658.93
BLICK ART MATERIALS	194138	Inv 7236606	12/22/2008	2000830	\$32.61
<b>Line Account Total:</b>					<b>\$691.54</b>
<b>HS - BUSINESS ED SUPPLIES</b>					
176 10-100-2-4-04-242-611-2000-01 PSAT/NMSQT	194107	File of student	12/23/2008	2000859	\$50.00
<b>Line Account Total:</b>					<b>\$50.00</b>
<b>HS - GENERAL SUPPLIES</b>					
159 10-100-2-4-14-241-611-2000-01 QUILL CORPORATION	194141	Inv 3189003	12/11/2008	2000860	\$422.84
SCHOOL SPECIALTY, INC.	194143	Inv 208102059	12/29/2008	2000868	\$270.83
QUILL CORPORATION	194142	Inv 3222355	12/11/2008	2000860	\$43.11
<b>Line Account Total:</b>					<b>\$736.78</b>

Charge Account/Vendor Name	Ref #	Invoice #	Invoice Date	Check Number	Amount
<b>HS - ENGLISH SUPPLIES</b>					
1070 10-100-2-4-26-242-611-0000-01 SCHOOL SPECIALTY, INC.	194144	Inv 208102041	12/12/2008	2000868	\$34.80
<b>Line Account Total:</b>					<b>\$34.80</b>
<b>HS - SCIENCE SUPPLIES</b>					
206 10-100-2-4-28-242-611-2000-01 FLINN SCIENTIFIC, INC.	194145	Inv 1258315	12/31/2008	2000841	\$47.58
<b>Line Account Total:</b>					<b>\$47.58</b>
<b>SW - GENERAL COMPUTER SUPPLIES</b>					
873 10-100-2-5-14-241-611-2000-01 THE TREE HOUSE	194130	Inv 17571	1/7/2009	2000877	\$351.00
<b>Line Account Total:</b>					<b>\$351.00</b>
<b>SW - SOCIAL WORK SUPPLIES</b>					
225 10-210-2-9-32-242-611-2000-02 LINDA DEWEY	194078	Reimburse Am	1/21/2009	2000837	\$187.46
<b>Line Account Total:</b>					<b>\$187.46</b>
<b>SW HEALTH SUPPLIES</b>					
1146 10-213-3-4-48-421-323-1000-02 MOORE MEDICAL CORP. 389 JOHN DOWNEY DRI	194148	Inv 95514806	12/18/2008	2000854	\$17.86
MOORE MEDICAL CORP. 389 JOHN DOWNEY DRI	194149	Inv 95526605	1/5/2009	2000854	\$52.83
<b>Line Account Total:</b>					<b>\$70.69</b>
<b>K-5 - TRAVEL/IN-SERVICE</b>					
259 10-221-1-2-50-251-580-2000-05 BUREAU OF EDUCATION & RESEARCH	194070	Inv 3957164	12/16/2008	2000832	\$199.00
<b>Line Account Total:</b>					<b>\$199.00</b>
<b>HS - PRINCIPAL'S TRAVEL</b>					
269 10-221-1-4-50-251-580-1000-05 ROB KAPNER	194154	SERC worksho	1/21/2009	2000850	\$48.56
<b>Line Account Total:</b>					<b>\$48.56</b>
<b>HS - TRAVEL/IN-SERVICE</b>					
267 10-221-1-4-50-251-580-2000-05 JOAN MACHACEK	194156	Uconn musicfe	1/21/2009	2000852	\$81.85
STEVEN ROBERTS	194153	Uconn, Worksh	1/21/2009	2000866	\$157.95
ANTHONY CAMPANELLI	194155	Uconn musicfe	1/21/2009	2000833	\$42.14
<b>Line Account Total:</b>					<b>\$281.94</b>

Charge Account/Vendor Name	Ref #	Invoice #	Invoice Date	Check Number	Amount
<b>SW - PROF DEVELOPMENT/CEU</b>					
659 10-221-2-5-50-214-111-2000-05 EASTCONN CONFERENCE SERVICES	194084	Inv 2901176	12/23/2008	2000839	\$2,500.00
<b>Line Account Total:</b>					<b>\$2,500.00</b>
<b>B.O.E. - OTHER PROF. SERVICES</b>					
45 10-231-1-5-74-134-330-1000-10 SULLIVAN, SCHOEN, CAMPANE & CONNON	194123	1060 01108 21	1/14/2009	2000873	\$215.80
<b>Line Account Total:</b>					<b>\$215.80</b>
<b>B.O.E. - SUPPLIES</b>					
47 10-231-1-5-74-134-690-1000-10 SOMERS LUNCH PROGRAM	194124	BOE 1/12	1/12/2009	2000871	\$10.50
<b>Line Account Total:</b>					<b>\$10.50</b>
<b>CO - POSTAGE</b>					
39 10-232-1-5-72-132-530-1000-04 RESERVE ACCOUNT ACC'T: 45519097	194116	45519097	12/30/2008	2000862	\$1,500.00
<b>Line Account Total:</b>					<b>\$1,500.00</b>
<b>CO - PETTY CASH</b>					
31 10-232-1-5-72-134-690-1000-04 SUSAN SELLEY	194134	Winter expens	1/16/2009	2000824	\$200.00
<b>Line Account Total:</b>					<b>\$200.00</b>
<b>HS - POSTAGE</b>					
38 10-240-1-4-40-132-530-2000-04 RESERVE ACCOUNT ACC'T: 45519097	194117	45519097	12/30/2008	2000862	\$1,000.00
<b>Line Account Total:</b>					<b>\$1,000.00</b>
<b>HS - OFFICE SUPPLIES</b>					
304 10-240-1-4-40-258-690-1000-04 QUILL CORPORATION	194142	Inv 3222355	12/11/2008	2000860	\$28.77
<b>Line Account Total:</b>					<b>\$28.77</b>
<b>HS - GRADUATION</b>					
274 10-240-7-4-54-880-690-1000-07 HERFF JONES	194150	Inv 175765	12/10/2008	2000844	\$795.68
HERFF JONES	194151	Inv 176142	12/15/2008	2000844	\$246.08
HERFF JONES	194152	Inv 170136	7/8/2008	2000844	\$8.83
<b>Line Account Total:</b>					<b>\$1,050.59</b>

Charge Account/Vendor Name	Ref #	Invoice #	Invoice Date	Check Number	Amount
<b>CO - FORMS &amp; PRINTING</b>					
19 10-259-1-5-72-123-590-1000-04 STAPLES CREDIT PLAN DEPT. 55-0000192628	194118	Inv 39261	12/30/2008	2000872	\$34.99
<b>Line Account Total:</b>					<b>\$34.99</b>
<b>K-5 - TELEPHONE</b>					
363 10-260-5-2-64-642-530-1000-04 AT&T	194063	860 749-2279	1/9/2009	2000827	\$147.72
AT&T	194067	860 763-0620	1/1/2009	2000827	\$37.11
AT&T	194060	860 749-2366	1/9/2009	2000827	\$98.95
<b>Line Account Total:</b>					<b>\$283.78</b>
<b>MA - TELEPHONE</b>					
365 10-260-5-3-64-642-530-1000-04 AT&T	194064	860 749-2279	1/9/2009	2000827	\$120.85
<b>Line Account Total:</b>					<b>\$120.85</b>
<b>HS - TECHNOLOGY ED MAINTENANCE</b>					
395 10-260-5-4-12-722-430-2000-01 MSC INDUSTRIAL SUPPLY CO	194140	Inv 49473458 -	12/16/2008	2000855	\$19.56
<b>Line Account Total:</b>					<b>\$19.56</b>
<b>HS - MUSIC MAINTENANCE</b>					
396 10-260-5-4-20-722-430-2000-01 WENDELL G. HAIRE PIANO SERVICES	194133	Inv W121008-1	12/10/2008	2000878	\$200.00
<b>Line Account Total:</b>					<b>\$200.00</b>
<b>HS - QUANTITY FOODS MAINT.</b>					
393 10-260-5-4-38-722-430-2000-01 RJ MASE, LLC	194111	Inv A-136087	12/11/2008	2000865	\$16.00
RJ MASE, LLC	194110	Inv A-120757	11/13/2008	2000865	\$16.00
RJ MASE, LLC	194109	Inv A-113400	10/30/2008	2000864	\$16.00
<b>Line Account Total:</b>					<b>\$48.00</b>
<b>HS - TELEPHONE</b>					
366 10-260-5-4-64-642-530-1000-04 AT&T	194065	860 749-2279	1/9/2009	2000827	\$201.44
AT&T	194062	860 749-9264	1/9/2009	2000827	\$149.80
<b>Line Account Total:</b>					<b>\$351.24</b>

Charge Account/Vendor Name	Ref #	Invoice #	Invoice Date	Check Number	Amount
<b>CO - TELEPHONE</b>					
367 10-260-5-5-64-642-530-1000-04					
AT&T	194061	860 749-0113	1/9/2009	2000827	\$67.78
AT&T	194066	860 749-2279	1/9/2009	2000827	\$201.44
AT&T	194068	860 763-0222	1/1/2009	2000827	\$48.88
<b>Line Account Total:</b>					<b>\$318.10</b>
<b>SW - CUSTODIAL SUPPLIES</b>					
377 10-260-5-6-62-650-613-1000-05					
ALLSTON SUPPLY CO., INC.	194059	Inv 106708-00	1/7/2009	2000826	\$148.38
K & S DISTRIBUTORS, INC.	194101	Inv 20006	12/15/2008	2000849	\$28.00
K & S DISTRIBUTORS, INC.	194099	Inv 201278	1/12/2009	2000849	\$51.75
K & S DISTRIBUTORS, INC.	194098	Inv 200887	1/6/2009	2000849	\$79.93
JCN SERVICES	194091	Emerald clean	1/6/2009	2000847	\$183.00
RICHCO PRODUCTS INC. 237 MEMORIAL DRIVE	194112	Inv 103175	12/18/2008	2000863	\$457.50
<b>Line Account Total:</b>					<b>\$948.56</b>
<b>SW - COMPUTER MAINTENANCE</b>					
1077 10-260-5-6-62-722-430-0000-01					
PEARSON SCHOOL SYSTEM SUITE #200	194108	Inv 149253	12/19/2008	2000858	\$3,600.00
UPS BATTERY SUPPLY CO.	194135	Battery	1/16/2009	2000825	\$64.78
BLUE RAVEN TECHNOLOGY	194147	Inv JN7A2700	1/15/2009	2000831	\$163.11
BLUE RAVEN TECHNOLOGY	194071	Inv JN6YT400	1/8/2009	2000831	\$245.23
<b>Line Account Total:</b>					<b>\$4,073.12</b>
<b>K-5 BUILDING REPAIRS</b>					
1141 10-260-5-6-62-722-430-1000-08					
JOHN'S LOCK SHOP	194093	Inv 0775?	12/29/2008	2000848	\$122.50
T. J. CONWAY COMPANY	194129	Inv 9310	12/31/2008	2000875	\$246.00
THOMAS R. MEHL DBA/HELPING HANDS	194087	SES playgroun	12/30/2008	2000843	\$179.00
T. J. CONWAY COMPANY	194128	Inv 9275	12/24/2008	2000875	\$287.00
R. PETTEE ELECTRIC	194114	Inv 4845	12/30/2008	2000861	\$270.00
<b>Line Account Total:</b>					<b>\$1,104.50</b>
<b>SW - THERMOSTAT/CONTROLS</b>					
435 10-260-5-6-62-722-430-1000-08					
MAJOR ELECTRIC SUPPLY	194146	Inv S2202703.	1/15/2009	2000853	\$325.00
MAJOR ELECTRIC SUPPLY	194104	Inv S2202703.	12/29/2008	2000853	\$47.56
MAJOR ELECTRIC SUPPLY	194105	Inv S2202703.	1/12/2009	2000853	\$64.20

Charge Account/Vendor Name	Ref #	Invoice #	Invoice Date	Check Number	Amount
<b>Line Account Total:</b>					<b>\$436.76</b>
<b>HS - BUILDING MAINTENANCE</b>					
439 10-260-5-6-62-722-430-1000-08					
R. PETTEE ELECTRIC	194115	Inv 4847	12/30/2008	2000861	\$1,035.86
T. J. CONWAY COMPANY	194127	Inv 9200	12/16/2008	2000875	\$205.00
MSC INDUSTRIAL SUPPLY CO	194103	Inv 49845588	12/17/2008	2000855	\$69.15
JOHN'S LOCK SHOP	194093	Inv 0775?	12/29/2008	2000848	\$122.50
WILLCO SALES & SERVICE	194132	Inv 2150	12/30/2008	2000879	\$1,918.50
JOHN'S LOCK SHOP	194092	Inv 07745 / - 2	12/11/2008	2000848	\$208.50
<b>Line Account Total:</b>					<b>\$3,559.51</b>
<b>SW - EQUIPMENT REPAIR</b>					
440 10-260-5-6-62-722-430-1000-08					
K & S DISTRIBUTORS, INC.	194095	Inv 200963	1/6/2009	2000849	\$125.37
K & S DISTRIBUTORS, INC.	194097	Inv 200853	1/5/2009	2000849	\$723.80
LEONARDS AUTO PARTS CO.	194102	Inv 808260	1/13/2009	2000851	\$88.85
RICHCO PRODUCTS INC. 237 MEMORIAL DRIVE	194113	Inv 103298	1/12/2009	2000863	\$157.91
<b>Line Account Total:</b>					<b>\$1,095.93</b>
<b>SW - GROUNDS KEEP</b>					
442 10-260-5-6-62-722-430-1000-08					
K & S DISTRIBUTORS, INC.	194096	Inv 200886	1/6/2009	2000849	\$440.85
<b>Line Account Total:</b>					<b>\$440.85</b>
<b>SW - GENERAL PAINT</b>					
467 10-260-5-6-62-722-430-1000-08					
SHERWIN WILLIAMS	194121	Inv 8627-7	1/9/2009	2000870	\$156.76
<b>Line Account Total:</b>					<b>\$156.76</b>
<b>SW - EXTERMINATING</b>					
801 10-260-5-6-62-722-430-1000-08					
GRADUATE & SONS PEST SOLUTIONS	194086	Inv 904	1/10/2009	2000842	\$150.00
<b>Line Account Total:</b>					<b>\$150.00</b>
<b>SW - ELECTRICAL SUPPLIES</b>					
885 10-260-5-6-62-722-430-1000-08					
ELECTRICAL WHOLESALERS LOCKBOX #9761	194081	Inv E25725	1/5/2009	2000840	\$61.74
ELECTRICAL WHOLESALERS LOCKBOX #9761	194080	Inv E25716	12/31/2008	2000840	\$70.56
<b>Line Account Total:</b>					<b>\$132.30</b>

Charge Account/Vendor Name	Ref #	Invoice #	Invoice Date	Check Number	Amount
<b>SW - PLUMBING SUPPLIES</b>					
886 10-260-5-6-62-722-430-1000-08 J.A. SEXAUER	194120	Inv 193102167	12/22/2008	2000869	\$290.68
J.A. SEXAUER	194119	Inv 194250890	12/22/2008	2000869	\$105.72
<b>Line Account Total:</b>					<b>\$396.40</b>
<b>K-5 - FUEL #2</b>					
354 10-260-5-6-64-630-620-1000-05 EAST RIVER ENERGY	194083	Acct 51720 #2	1/2/2009	2000838	\$9,575.84
<b>Line Account Total:</b>					<b>\$9,575.84</b>
<b>HS - FUEL #2</b>					
356 10-260-5-6-64-630-620-1000-05 EAST RIVER ENERGY	194082	Acct 51720 #1	1/5/2009	2000838	\$25,767.05
<b>Line Account Total:</b>					<b>\$25,767.05</b>
<b>MA - ELECTRICITY</b>					
360 10-260-5-6-64-641-620-1000-05 TRANSCANADA POWER MARKETING LTD.	194131	Inv 207796	1/5/2009	2000876	\$10,549.96
<b>Line Account Total:</b>					<b>\$10,549.96</b>
<b>SW - WATER</b>					
373 10-260-5-6-64-722-690-1000-05 THE CONNECTICUT WATER CO	194074	00204807	1/8/2009	2000835	\$462.90
THE CONNECTICUT WATER CO	194073	00068764	1/8/2009	2000835	\$960.95
THE CONNECTICUT WATER CO	194072	00068763	1/8/2009	2000835	\$81.43
THE CONNECTICUT WATER CO	194076	00068663	1/8/2009	2000835	\$1,218.19
THE CONNECTICUT WATER CO	194075	00068662	1/8/2009	2000835	\$210.34
<b>Line Account Total:</b>					<b>\$2,933.81</b>
<b>SW - MAINTENANCE CONTRACTS</b>					
452 10-260-6-5-62-722-430-1000-04 SUPERIOR ENERGY,LLC	194126	001-01741-7, 1	12/31/2008	2000874	\$49.95
<b>Line Account Total:</b>					<b>\$49.95</b>
<b>UNEMPLOYMENT INSURANCE</b>					
517 10-280-6-5-82-820-200-1000-13 ADMINISTRATOR,UNEMPLOYMENT COMPENSAT	194122	Emp # 00-017-	1/6/2009	2000836	\$2,364.00
<b>Line Account Total:</b>					<b>\$2,364.00</b>

Treasury Warrant: 01-18

FY: 2009 for Warrant Dated 1/26/2009

with Checks Dated: 1/26/2009

Charge Account/Vendor Name	Ref #	Invoice #	Invoice Date	Check Number	Amount
<hr/>					
HS - ACADEMIC AWARDS					
602 10-320-2-4-54-880-690-2000-07 QUILL CORPORATION	194141	Inv 3189003	12/11/2008	2000860	\$287.42
<b>Line Account Total:</b>					<b>\$287.42</b>
<hr/>					
HS - ATHLETIC AWARDS					
601 10-320-7-4-42-880-690-2000-06 AWARDS & MORE	194058	Inv 8101190	12/23/2008	2000828	\$71.55
<b>Line Account Total:</b>					<b>\$71.55</b>
<hr/>					
SP ED - TUITION					
673 10-613-9-9-88-955-561-2000-14 HARTFORD HOSPITAL	194089	14634190-05,	1/4/2009	2000845	\$4,064.00
HARTFORD HOSPITAL	194090	14634190-05,	1/4/2009	2000845	\$4,064.00
COMMUNITY CHILD GUIDANCE CLINIC SCHOOL	194077	Inv 10936, JS	1/1/2009	2000834	\$3,895.00
HARTFORD HOSPITAL	194088	14631691-05,	1/4/2009	2000845	\$4,064.00
NATCHAUG HOSPITAL SCHOOL PROGRAM	194106	Acct # 018833,	1/5/2009	2000857	\$4,505.00
<b>Line Account Total:</b>					<b>\$20,592.00</b>
					<hr/>
<b>Grand Total:</b>					<b>\$96,590.06</b>

Treasury Warrant: 01-18

FY: 2009 for Warrant Dated 1/26/2009

with Checks Dated: 1/26/2009

Charge Account/Vendor Name

Ref #

Invoice #

Invoice Date

Check Number

Amount

## Grand Totals by Fund

<u>Fiscal Year</u>	<u>Fund</u>	<u>Fund Total</u>
	GENERAL FUND	\$96,590.06
	<b>Fund Grand Total</b>	<b>\$96,590.06</b>

BUSINESS:

Hazardous Material in Schools:

Pest Management:

In conformity with all applicable statutes, the intent of this policy is to ensure that staff, students, and parents/guardians receive adequate advance notice of pesticide applications in school buildings or on school grounds. Further, the district will only employ certified pesticide applicators for any non-emergency pesticide use in the school buildings or grounds. However, someone other than a certified pesticide applicator may apply a pesticide in an emergency to eliminate an immediate human health threat when (1) it is impractical to obtain the services of a certified pesticide applicator, and (2) a restricted use pesticide is not used.

A “pesticide” is defined as a fungicide used on plants, an insecticide, a herbicide, or a rodenticide but does not mean a sanitizer, disinfectant, antimicrobial agent or pesticide bait.

“Integrated pest management” is defined as the use of all available pest control measures, including the judicious use of pesticides when warranted to maintain a pest population at or below an acceptable level while decreasing the unnecessary use of pesticides.

A “lawn care pesticide” is defined as a pesticide registered by the EPA and labeled according to the Federal Insecticide, Fungicide and Rodenticide Act for lawn, garden and ornamental use.

The Board is committed to minimizing the use of pesticides. Therefore, the primary practice of pest control shall involve reducing/eliminating the conditions necessary for pest survival. These measures include, but are not limited to, good housekeeping and routine, prompt maintenance of buildings and grounds.

~~Beginning January 1, 2006 the application of lawn care pesticides on the grounds of elementary schools must be according to an integrated pest management plan (IPM). Such application is prohibited starting July 1, 2008 except in emergencies. An emergency application may be made to eliminate a human health threat as determined by the Superintendent of Schools.~~

The application of lawn care pesticides on the grounds of schools with students in grade eight or lower must be according to an integrated pest management plan (IPM). Such application is prohibited starting July 1, 2009 except in emergencies. An emergency application may be made to eliminate a human health threat in any school with students through grade eight as determined by the Superintendent of Schools.

As required by state statute, the District shall:

- Annually inform parents/guardians and staff of the District’s pest application/management policy and a description of any pesticide applications made during the previous school year.

- Establish a registry of parents/guardians and staff who want to receive advance notice of all pesticide use and provide such notice.
- Provide notice of planned pesticide application to students, parents/guardians and employees.
- Make pesticide applications only after regular school hours or planned activities.
- Maintain written records for five years of all pesticide applications.

Legal Reference: Connecticut General Statutes

[10-231b Pesticide applications at schools: Authorized applicators. Exception](#)

[10-231c Pesticide applications at schools without an integrated pest management plan](#)

22a-46. Short title: Connecticut Pesticide Control Act.

22a-54. Pesticide applicators, certification, classification, notice, fees, reciprocity; financial responsibility; aircraft, tree, public employee applicators.

22a-58. Records to be kept by distributors and applicators.

~~23-61a. Definitions. Tree protection examining Board within Department of Consumer Protection. Regulations.~~

23-61b. Licensing for arboriculture; examination; fees; renewal; suspension, revocation. Nonresidents. Records. Pesticides.

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 U.S. Code 136 et seq.

~~PA 99-165 An Act Concerning Notice of Pesticide Applications at Schools and Day Care Centers.~~

~~PA 05-XX An Act Concerning Pesticides at Day Care Facilities~~

Adopted: August 28, 2000  
 Revised: November 14, 2005  
Revised:

PERSONNEL-CERTIFICATED:

Assignment:

Instructional personnel will ~~normally~~ be assigned ~~initially~~ by the Superintendent of Schools ~~or delegate or his/her designee~~ to positions ~~for which their based upon~~ preparation, certification, experience and aptitude. ~~most nearly fit them. They may not be assigned, except temporarily and for good cause. Assignments may not be made~~ outside the scope of ~~their one's teaching certificates certification of in~~ their major or minor fields of study, ~~except for temporary placement and for good cause.~~

All District teachers teaching a core academic subject area as defined in the No Child Left Behind Act must be determined to be "highly qualified". Personnel shall be considered on the basis of his/her effectiveness without discrimination as defined by law. (cf. 4111.1/4211.1 – Affirmative Action in Recruitment and Selection).

Notice of professional qualifications shall be provided to parents/guardians of students in Title 1 schools and staffing pattern reviews as required by law shall be conducted annually.

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Legal Reference:

Connecticut General Statutes

10-153 Employment of teachers

10-151 Employment of teachers. Notice and hearing on termination of contract

10-220 Duties of Boards of Education

10-153 Discrimination on account of marital status

10-155f Residency requirement prohibited

31-126 Unfair Employment Practices

Title IX – Equal Employment Opportunity

Americans with Disabilities Act (ADA)

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

34 C.F.R. 200.55 Federal Regulations

Circular Letter C-6, Series 2004-2005, Determining "Highly Qualified" Teachers

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

Circular Letter C-7, Series 2007-2008, “Discontinued Use of  
Districts” High Objective Uniform State Standard of Evaluation  
and Five Areas of Exception

Adopted: June 22, 1981

Revised:

PERSONNEL - CERTIFICATED:

Resignation:

Employees wishing to resign for any cause other than illness, may do so by giving 30 days notice in writing to the Superintendent. However, if the staff member submits a letter of resignation during the month of August, the thirty day notice begins with the first day of student attendance. Exceptions may be granted in individual cases by the Superintendent when the continuity or the welfare of the system will not be affected.

Adopted: November 9, 1981

Revised:

## **Instruction**

### **Exemption from Instruction**

Substance abuse education is required by state statutes for all students annually and students are not exempt.

### **Religious**

If the religious belief and/or teachings of a student or his/her parents or guardian are contrary to the content of a school subject, or to any part of a school activity, the student may be exempt from participation. To receive such an exemption, the parent or guardian must present a written request for exemption to the Principal stating the conflict involved.

### **Medical**

If a student is unable to participate in a physical education class, he/she must present to the Principal or designee a statement from a physician stating the reason for his/her inability to participate.

### **AIDS Instruction**

Currently there is no cure for those infected with AIDS, but the Board of Education believes that education is the best way to prevent the spread of AIDS. By learning the facts about AIDS, students will be able to make decisions that will keep them healthy and perhaps save their lives.

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS) upon receipt of a written request for exemption from his/her parent or guardian.

### **Bilingual Education**

A student will be exempted from the bilingual program upon receipt of a written request for exemption from his/her parent or guardian. Equivalent instruction, as determined by the teacher will be provided.

### **Dissection of Animals**

A student will be exempted from Dissection of Animals upon receipt of a written request for exemption from his/her parent or guardian.

Exemptions from required instruction do not excuse a student from the total semester hours required for graduation.

## **Instruction**

### **Exemption from Instruction (continued)**

#### **Family Life and Sex Education**

Students, parents or guardians shall be informed of their right to exempt the student from the family life program. The student will be exempted upon a written request for exemption from his/her parent or guardian.

Legal Reference: Connecticut General Statutes

10-16b Prescribed courses of study.

10-16e Students not required to participate in the family life education program.

10-17f Required bilingual program (as amended by PA 98-168)

10-19(b) AIDS education.

10-19 Effect of alcohol, nicotine or tobacco and drugs to be taught.

Policy adopted:

## **Instruction**

### **Individualized Education Program/Special Education Program**

The school district shall comply with all state and federal laws concerning the provision of a free appropriate public education to students with disabilities.

Any child, whether a student of the school district, of pre-school age, or between the ages of three and 21 years of age, inclusive, but not attending district schools, who is identified as being in need of a special program shall be referred to a "special education planning and placement team" (PPT) which shall make an evaluative study to determine whether the child is a child with a disability as defined in state and federal statutes and if special education is required and to establish the scope of the special education program.

In addition to district staff, a parent, physician, social worker, or other outside agency may initiate a request for an initial evaluation to determine if the child is a child with a disability. Initial evaluations, using a variety of assessment tools and measures to gather relevant functional, developmental and academic information, must be completed within 60 days of the receipt of parental consent, or per a timeline determined by the State. Exceptions to this timeframe include children moving between school districts and parental refusal to make a child available for evaluation, as provided by law. Assessments for disabled children who are transfer students shall be coordinated between the sending or receiving district in an expeditious manner.

Prior to the referring of a student for special education, the pre-referral process should be completed. This process assures that strategies in the regular education classroom have been developed, implemented and evaluated. If it is determined that the alternative strategies have been attempted and that significant progress towards meeting the student's identified needs has not been made, then the student shall be referred to the Planning and Placement Team in order to determine whether special education services are necessary.

Each child, who has been suspended repeatedly or whose behavior, attendance or progress in school is considered unsatisfactory or at a marginal level of acceptance, shall be referred to the Planning and Placement Team for consideration of eligibility for special education services.

### **Planning and Placement Team or Individualized Education Program Team**

The term "individualized education program team" or "IEP Team" means a group of individuals composed of -

- (i) the parents of a child with a disability
- (ii) not less than one regular education teacher of such child (if the child is, or may be, participating in the regular education environment);
- (iii) not less than one special education teacher, or where appropriate, not less than one special education provider of such child;
- (iv) a representative of the local educational agency who -
  - (I) is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities;
  - (II) is knowledgeable about the general education curriculum; and

## Instruction

### Individualized Education Program/Special Education Program (continued)

- (III) is knowledgeable about the availability of resources of the local educational agency;
- (v) an individual who can interpret the instructional implications of evaluation results, who may be a member of the team described in clauses (ii) through (vi);
- (vi) at the discretion of the parent of the agency, other individuals who have knowledge or special expertise regarding the child, including related services personnel as appropriate; and
- (vii) whenever appropriate, the child with a disability.

NOTE: An IEP Team member is not required to attend all or part of an IEP meeting if the parents and District agree that the team member's participation is not necessary because the member's area of the curriculum or related services is not being modified or discussed at the meeting. If the meeting does involve a modification or discussion of the member's area of the curriculum or related services, parents and the District can agree to excuse the member from attending all or part of the meeting if the member submits written input to the parent and the IEP Team prior to the meeting. Parental consent in writing is required in either case.

In addition to the above, the special education specialist, school psychologist, school nurse, school social worker, counselor, or other student service worker who has conducted an assessment of the student shall participate whenever the results or recommendations based on such assessment are significant to the development of the student's individualized education program and placement. Where the student is limited or non-English speaking, a district representative who is fluent in the student's primary language or who is knowledgeable about the process of second-language acquisition and competent in the assessment of limited English and non-English speaking individuals should be included.

Parents/Guardians and the District may agree to conduct IEP meetings, and other meetings, through alternative means, such as including but not limited to, videoconferences or conference calls.

- (a) **General.** The IEP for each child must include -
  - (1) A statement of the child's present levels of educational performance based upon parental provider information, current classroom-based, local, state assessments and classroom-based observations, including -
    - (i) How the child's disability affects the child's involvement and progress in the general education curriculum; or
    - (ii) For preschool children, as appropriate, how the disability affects the child's participation in appropriate activities;
  - (2) A statement of measurable annual academic and functional goals, related to -
    - (i) Meeting the child's needs that result from the child's disability to enable the

## Instruction

### Individualized Education Program/Special Education Program (continued)

- (ii) child to be involved in and progress in the general education curriculum; and Meeting each of the child's other educational needs that result from the child's disability.

#### *Alternate Assessments*

- (iii) A statement of "benchmarks or short-term objectives" is required only with respect to students with disabilities who take alternate assessments aligned with alternate achievement standards.

If a child will participate in alternate assessments based on either general or alternate achievement standards, the IEP must explain why the child cannot participate in the regular assessment and why the alternate assessment selected is appropriate for the child.

The IEP/PPT Team may only recommend appropriate accommodations or use of an alternate assessment, but may not exempt students with disabilities from the state assessment.

- (3) A statement of the special education and related services and supplementary aids and services to be provided to the child, or on behalf of the child and a statement of the program modifications or supports for school personnel that will be provided for the child -
  - (i) To advance appropriately toward attaining the annual goals;
  - (ii) To be involved and progress in the general curriculum in accordance with paragraph (a)(1) of this section and to participate in extracurricular and other nonacademic activities; and
  - (iii) To be educated and participate with other children with disabilities and non-disabled children in the activities described in this paragraph.
- (4) An explanation of the extent, if any, to which the child will not participate with non-disabled children in the regular class and in the activities described in paragraph (a) (3) of this section;
- (5) A statement of any individual modifications in the administration of State or district-wide assessments of student achievement that are needed in order for the child to participate in the assessment; and

## Instruction

### Individualized Education Program/Special Education Program (continued)

- (6) The projected date for the beginning of the services and modifications described in paragraph (a)(3) of this section, and the anticipated frequency, location, and duration of those services and modifications; and
  - (7) A statement of
    - (i) How the child's progress toward the annual goals described in paragraph (a)(2) of this section will be measured; and
    - (ii) How the child's parents will be regularly informed (through such means as periodic report cards), at least as often as parents are informed of their non-disabled children's progress, of
      - (A) Their child's progress toward the annual goals; and
      - (B) The extent to which that progress is sufficient to enable the child to achieve the goals by the end of the year
  - (8) Reevaluation of a student's progress may not occur more than once a year unless agreed to by the parents and the District. Reevaluation must occur at least once every three years unless the parent and District agree that it is unnecessary.
- (b) ***Transition services.***
- (1) The IEP must include
    - (i) For each student beginning not later than the first IEP to be in effect when the child is sixteen, and younger if appropriate, and updated annually, thereafter, appropriate measurable postsecondary goals based upon age appropriate transition assessments related to training, education, employment, and, where appropriate, independent living skills; and
    - (ii) For each student beginning not later than the first IEP to be in effect when the child is sixteen, (or younger, if determined appropriate by the IEP Team), a statement of needed transition services for the student, including courses of study, needed to assist the child in reaching these goals:

## Instruction

### Individualized Education Program/Special Education Program (continued)

- (iii) For a student no longer eligible for services due to graduation from high school with a regular diploma or for a student who exceeds the age of eligibility under State law, a summary of the student's academic achievement and functional performance including recommendations on how to assist the student in meeting his/her postsecondary goals.
  - (2) If the IEP team determines that services are not needed in one or more of the areas specified in §300.27(c)(1) through (c)(4), the IEP must include a statement to that effect and the basis upon which the determination was made.
- (c) **Transfer of rights.** Beginning not later than one year before a student reaches the age of majority under State law, the student's IEP must include a statement that the student has been informed of his or her rights under this title if any, that will transfer to the student on reaching the age of majority, consistent with §615(m)
- (d) **Students with disabilities convicted as adults and incarcerated in adult prisons.** Special rules concerning the content of IEP's for students with disabilities convicted as adults and incarcerated in adult prisons are contained §612(a)(5)A.

## Transfers

When an individual has been on an IEP in another school district, the PPT shall make an evaluative study of the student and develop an IEP for the student as though the student were newly referred, but the PPT may use the previous IEP (if available) in developing the new one. If the transfer involves districts within Connecticut, the District will provide services "comparable to those described in the previously held IEP," until the District adopts the previously held IEP or develops, adopts, and implements a new IEP. If the student has transferred from another state, the District will provide services "comparable to those described in the previously held IEP," until the District conducts an evaluation, if deemed necessary, and if appropriate, develops a new IEP. If a student who is on an IEP transfers from this district to another, or to a private school, the written IEP and any additional records relating to the student's program and achievement shall be forwarded to the receiving school on the request of the receiving school and the individual's parent or guardian.

## Independent Educational Assessment

If an independent educational assessment is necessary, it shall be conducted by a Connecticut credentialed or licensed professional examiner who is not employed by and does not routinely provide assessment for the State Department of Education or this District.

## Instruction

### Individualized Education Program/Special Education Program (continued)

Legal Reference: Connecticut General Statutes

10-76a Definitions (as amended by PA 06-18)

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

10-76d Duties and powers of Boards of Education to provide special education programs and services.

10-76ff Procedures for determining if a child requires special education (as amended by PA 06-18)

10-76g State aid for special education.

10-76h Special education hearing and review procedure.

PA 06-18 An Act Concerning Special Education

State Board of Education Regulations

34 C.F.R. 300 et seq. Assistance to States for Education of Handicapped Children.

300.14 Special education definitions.

300.340-349 Individualized education programs.

300.503 Independent educational assessment.

300.533 Placement procedures.

300.550-556 Least restrictive environment.

P.L. 108-446 The Individuals with Disabilities Education Improvement Act of 2004

Policy adopted:

## **Instruction**

### **Instructional Arrangements**

#### **Paraprofessionals/Instructional Aides**

The Superintendent may employ paraprofessionals/instructional aides (hereafter referred to as “paraprofessionals”) for supplementary instructional and non-instructional duties in the educational program in positions authorized by the Board. Paraprofessional means an adult school employee who works under the direction of the certified administrative and teaching staff in performing, within the limitations of training and competency, certain instructional and non-instructional functions in the school program.

Paraprofessionals will assist instructional staff and related services personnel by performing instructional, monitoring and/or clerical duties related to classroom education, behavioral instruction and support services for students. While not an inclusive list, duties and responsibilities may include the following:

1. Managing and maintaining records, materials, and equipment.
2. Attending to the physical needs of children.
3. Performing other limited services to support teaching duties when such duties are determined and directed by a teacher or administrator.
4. Performing routine supervisory duties such as lunchroom, playground, hall, and classroom.

In compliance with applicable legal requirements, the Board shall require all paraprofessionals with instructional duties that are newly hired in a Title I school program to have a secondary school diploma or its recognized equivalent and to have:

1. Completed at least two years of study at an institution of higher education;
2. Obtained an Associate’s or higher degree; or
3. Met a rigorous standard of quality through a formal state or local academic assessment.

The district will not hire Title I paraprofessionals who do not meet these standards.

Exception to these requirements may be made with regard to paraprofessionals who act as translators or who coordinate parent involvement activities.

The Superintendent or his/her designee and/or the staff development committee shall develop an appropriate in-service program for paraprofessionals.

**Instruction**

**Instructional Arrangements** (continued)

**Paraprofessionals** (continued)

Paraprofessionals are employed so that the certified staff, including related services staff, as indicated, may direct their energies to the students' education. The building administrator and the supervising teacher are jointly responsible for making final decisions related to the duties and responsibilities to be assigned to a paraprofessional.

(cf. 4222 – Teacher Aides/Paraprofessionals)

Legal Reference: 20 U.S.C. §1119(c) No Child Left Behind Act P.L. 107-110

Policy adopted:

## **Bylaws of the Board**

### **Meetings**

#### **Electronic Mail Communications**

The Board of Education believes that Board members electronically connected to other Board members is an efficient and convenient way to communicate. The main goal of electronic mail (e-mail) is to expedite the passage of information. E-mail gives Board members quick access to one another. Communication among Board members via e-mail should conform to the same standards as other forms of communication. (i.e., committee meetings, etc.) as directed by the Freedom of Information Act. When used properly, e-mail is an effective communications tool and can provide a formal record.

#### **Guidelines for Board E-Mail Usage**

The Freedom of Information Act mandates that all meetings of public bodies such as school Boards be open to the public. It is the policy of the Board of Education that email shall not be used in such a manner as to deprive the public of the rights given to it under the Freedom of Information Act. For this purpose, this bylaw sets forth guidelines for the uses intended to be made of e-mail by Board members when communicating with other Board members.

1. E-mail, like other written forms of communication relating to the conduct of the public business is subject to the Freedom of Information Act and subject to disclosure.
2. Board members shall not use e-mail as a substitute for deliberations at public Board meetings, and/or shall not discuss policy matters or vote informally on any issues.
3. E-mail should be used to pass along factual information.
4. Security of e-mail communication cannot be assured, however, Board members shall make every effort to maintain secure communications. If any Board member has reason to believe the security of their communications has been breached, he/she shall notify the Superintendent, who will notify the district's technology specialist.
5. Personnel issues and other sensitive subjects should never be discussed on-line. The confidentiality of employee data, student data, and other sensitive subjects must always be maintained.

Any usage contrary to the aforementioned shall be reported immediately to the Superintendent and may result in the suspension and/or revocation of system access.

## **Bylaws of the Board**

### **Meetings** (continued)

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

1-200 Definitions.

1-210 Access to public records. Exempt records.

1-211 Disclosure of computer-stored public records.

Bylaw adopted by the Board:

## **Students**

### **Discipline**

#### **Discipline of Students with Disabilities**

The District shall comply with the provisions of the Individuals With Disabilities Education Improvement Act (IDEA) of 2004 when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience/misconduct is a manifestation of his or her disability. Any special education student whose gross disobedience/misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion. A special education student may be suspended for an aggregate of 10 days of school per school year, regardless of whether the student's gross disobedience/misconduct is a manifestation of his or her disabling condition without the need for the district to provide any educational services. A special education student may be suspended for additional removals of up to ten days for separate acts of misconduct, as long as the removals do not constitute a pattern. During any such subsequent suspensions for ten school days or less the district must provide services to the student with disabilities to the extent determined necessary to enable the student to appropriately advance in the general education curriculum and toward achieving his/her IEP goals. School administrators and the special education teacher will determine the services needed. The IEP team (PPT) will decide the level of services to be provided to a student with disabilities who is expelled for behavior unrelated to his/her disability.

Any special education student may be temporarily excluded to an appropriate alternative educational setting for no more than 45 school days by court order or by order of a duly appointed State of Connecticut hearing officer if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others. In addition, school personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement or a disabled student who violates the code of student conduct. The District has the authority on a case-by-case basis to place a student in an alternative setting while a manifestation determination is pending. When an appeal has been requested by the parent or District, the student shall remain in the interim educational setting pending the hearing officer's decision unless the District and parent agree the student should be moved.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, or has inflicted serious bodily injury to another person, may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 school days in accordance with the IDEA.

## Students

### Discipline

#### Discipline of Students with Disabilities (continued)

- (cf. 5114 - Suspension/Expulsion, Due Process)
- (cf. 5125 - Student Records)
- (cf. 5131 - Conduct)
- (cf. 5131.6 - Drugs, Tobacco, Alcohol)
- (cf. 5131.7 - Weapons and Dangerous Instruments)
- (cf. 5144 - Discipline/Punishment)

*Note:*

1. *A special education student may not be expelled for behavior or a condition which is a manifestation of the student's disability.*
2. *It is possible to suspend a disabled student beyond the initial ten days cumulatively in a school year for additional removals of up to ten days for separate acts of misconduct as long as the removals do not constitute a pattern.*

Legal Reference: Connecticut General Statutes  
 10-233a through 10-233f. Suspension, removal and expulsion of students, as amended by PA 95-304 and PA 96-244.  
 53a-3 Definitions.  
 53a-217b Possession of Firearms and Deadly Weapons on School Grounds.  
 PA 94-221 An Act Concerning School Discipline and Security.  
 GOALS 2000: Educate America Act, Pub. L. 103-227.  
 18 U.S.C. 921 Definitions.  
 Title I - Amendments to the Individuals with Disabilities Education Act. (PL 105-17)  
 Sec. 314 (Local Control Over Violence)  
 Elementary and Secondary Schools Act of 1965, as amended by the Gun Free Schools Act of 1994.  
 P.L. 108-446 The Individuals with Disabilities Education Improvement Act of 2004

Policy adopted:

## Instruction

### Publications

Student publications are important elements of the instructional program and contribute directly to the accomplishment of the school's goals. The Board of Education encourages the development of school student publications such as newspapers, annuals, and magazines because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism. Such publications also provide an opportunity for students to express their views and a means of communicating both within and beyond the school community.

All student publications will comply with the rules of responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, false statements, materials advocating racial or religious prejudice, hatred, violence, the breaking of laws and school policies and/or regulations, or materials designed to disrupt the educational process will not be permitted. Expressions of personal opinion must be clearly identified as such, and bear the name of the author. Opportunity for the expression of opinions differing from those of the student publishers must be provided.

In addition, student newspapers and/or publications which are paid for by the District and/or produced under the direction of a teacher as part of the school curriculum are not considered a public forum. In such cases, the Administration reserves the right to edit or delete such student speech which is determined to be inconsistent with the District's basic educational mission.

The Board recognizes that students have rights to free expression in student publications. Consequently, student speech shall be limited in officially sponsored student publications only if there is a legitimate pedagogical reason to do so. The administration shall develop regulations to provide guidance on such legitimate pedagogical reasons.

Legal Reference:     *Eisner v Stamford Board of Education*, 440 F. 2d 803 (2nd Cir 1971)  
                          *Trachtman v Anker*, 563 F. 2d 512 (2nd Cir. 1977) cert. denied, 435 U.S.  
                          925 (1978)  
                          *Hazelwood School District v. Ruhlmeir*, 484 U.S. 260, 108 S Ct 562  
                          (1988)  
                          *Bethel School District v. Fraser*, 478 US 675 (1986)  
                          *Tinker v. Des Moines Independent Community Dist.*, 393 US 503, (1969)

Policy adopted:

## **Instruction**

### **Care of Instructional Materials**

Library books, textbooks, and other educational materials are loaned to the students for their use, and shall be returned when requested by school authorities. Teachers shall emphasize to students that texts and materials are the public's property, and should be appropriately cared for.

Students who fail promptly to return or pay for texts and materials may have grades, transcripts or report cards withheld until restitution is made.

(cf. 5131.5 - Student Vandalism)

Legal Reference: Connecticut General Statutes

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

10-222a Boards to have use of funds derived from repayment for school materials.

Policy adopted:

PERSONNEL - CERTIFICATED:

Retirement:

Any certificated employee may retire under provisions of any pension or retirement plan or system provided for State or Municipal employees or for teachers in the public schools of the State at the option of the employee.

A person holding a bona fide executive or high policy-making position for at least two years, who has attained the age of seventy (70) and who is entitled to an immediate nonforfeitable annual retirement benefit under a pension, profit-sharing, savings or deferred compensation plan, or combination of such plans, from his/her employer which equals or exceeds forty-four thousand (\$44,000) may be retired at the discretion of the Board of Education.

Legal Reference: Connecticut General Statutes  
31-126 Unfair Employment Practices  
  
Public Law 95-256 Age Discrimination in  
Employment Act Amendments of 1978

Adopted: April 27, 1981

Revised: September 24, 1990