

**BOE Meeting Template**  
**Monday, December 7, 2009 7:00 PM**

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

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MINUTES 2
4. AUDIENCE TO CITIZENS/STAFF/STUDENTS
5. CORRESPONDENCE
1. Rotary Donation 6
6. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS
7. CONSENT AGENDA
1. Approval of Bills 7
8. NEW BUSINESS
1. Approval of 2010-2011 School Calendar 13  
        The 2010-2011 school calendar has been reviewed by the administration and the teacher's bargaining unit. The only change to next year's calendar is in the month of March where the early release day for both MBA and SHS has been eliminated and students will be in school for a full day session.
9. OLD BUSINESS
10. ADMINISTRATIVE REPORTS
1. 2010-2011 Budget Briefing  
        The Superintendent and Director of Business Services will brief the board on the budget development for the 2010-2011 school year.
2. Enrollment 12/1/09  
        The district enrollment has dropped by three students since the 11/1 report. There has been a drop by one student in PM Kindergarten, Grades 2, 6, 9, and 12 as a result of families moving out of district. There has been an increase by one student each in grades 5 and 7 as a result of families moving into the district.
11. COMMITTEE REPORTS
1. Budget
2. Curriculum
3. Policy
4. Salary & Negotiations
5. Planning
6. Other Committees
12. OTHER
13. ADJOURNMENT
14. Minutes 12/7/09 14

## 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 – November 23, 2009

**Members Present:** D.Palmer, J.Formeister (left at 7:05 p.m. to attend the BOF meeting, returned at 8:05 p.m.), R.Lees, T.Potrikus (left at 7:05 p.m. to attend the BOF meeting, returned at 8:05 p.m.), M.Marquardt, A.Kirkpatrick, S.Bollinger, B.Devlin, J.Taylor

**Members Absent:**

**Administrators Present:** M.Suffredini, G.Cotzin, R.Kapner, N.Barry

**Staff Present:**

**Citizens Present:** E.Beebe, C.Manning

**Students Present:** A.Portal, B. Roberts, A.Roberts

**Student Representatives:** None in attendance

**Others:**

#### 1.0 SHS YEARBOOK PICTURE

A picture was taken of the Board of Education members by a high school student for the high school yearbook prior to the start of the regular meeting.

#### 2.0 CALL TO ORDER

The regular meeting of the Board of Education was called to order at 7:00 p.m. by Dr. Suffredini in the Mabelle B. Avery Middle School-BOE Board Room.

#### 3.0 PLEDGE OF ALLEGIANCE

#### 4.0 ELECTION OF OFFICERS

*Dr. Suffredini opened the floor for nominations for Chairman of the Board.*

- M.Marquardt nominated David Palmer for Chairman of the Board, seconded by B. Devlin. David Palmer was elected Board Chairman by a vote of 9-0.

*Chairman Palmer opened the floor for nominations for Vice Chairman of the Board.*

- D.Palmer nominated Joan Formeister for Vice Chairman of the Board, seconded by A.Kirkpatrick. Joan Formeister was elected Board Vice Chairman by a vote of 9-0.

*Chairman Palmer opened the floor for nominations for Secretary of the Board.*

- A.Kirkpatrick nominated Rick Lees as Secretary of the Board, seconded by S.Bollinger. Rick Lees was elected Secretary of the Board by a vote of 9-0.

#### 5.0 APPROVAL OF MINUTES

- 5.1** November 9, 2009 Regular Meeting – It was MOVED (R.Lees) SECONDED (A.Kirkpatrick) to approve the November 9, 2009 Board of Education regular meeting minutes as presented.  
PASSED 7-0

#### 6.0 AUDIENCE TO CITIZENS/STAFF/STUDENTS

**7.0 CORRESPONDENCE**

Chairman Palmer reported receipt of correspondence from CABE regarding recent settlements in the state. Chairman Palmer stated that he just received this information today and hasn't had a chance to review it. Any Board member interested in receiving a copy of this information should contact Chairman Palmer.

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

**9.0 CONSENT AGENDA**

**9.1** Approval of 11/23/09 Bills (\$435,305.90)

It was MOVED (M.Marquardt) SECONDED (R.Lees) to approve the 11/23/09 Bills in the amount of \$435,305.90 as presented. PASSED 7-0

A.Kirkpatrick asked when the new warrant report showing more detail would be available? Dr. Suffredini will follow-up on this with Mr. Boutwell.

**9.2** Request for Child-Rearing Leave (M.Beirn)

It was MOVED (M.Marquardt) SECONDED (R.Lees) to approve the child rearing leave requested by M.Beirn from approximately May 10, 2010 through the remainder of the 2009-2010 school year as presented. PASSED 7-0

**10.0 NEW BUSINESS**

**10.1** Second Warning/Adoption of DBS Code 3516.11

**10.2** Second Warning/Adoption of DBS Code 5141.27 - Use of AED's

**10.3** Second Warning/Adoption of DBS Code 6114.1 - Fire Emergencies

**10.4** Second Warning/Adoption of DBS 5141.25 - Accommodating Students With Special Dietary Needs

**10.5** Second Warning/Adoption of DBS Code 5141.4 - Reporting of Child Abuse

**10.6** Second Warning/Adoption of DBS 6145.21 - Athletic Policy

**10.7** Second Warning/Adoption of DBS Code 6141.321 - Student Telecommunications Acceptable Use Policy

A non-tolerance of cyberbullying statement has been added to the Somers Student Telecommunications Acceptable Use Policy. The BOE Policy Committee will create a separate policy that will address cyberbullying in general.

It was MOVED (B.Devlin) SECONDED (A.Kirkpatrick) to adopt the policies listed as 10.1 through 10.7 as presented. PASSED 7-0

Central Office is in the process of finalizing the BOE Policy Manual. Upon completion, the policy manual will be sent to CABE for online access. There will be one bound hard copy kept in Central Office. CABE will send quarterly updates that will be reviewed by the BOE Policy Committee and the superintendent. Policies will be updated as appropriate to insure that the district's policies are always current.

**10.0 OLD BUSINESS**

**11.0 ADMINISTRATIVE REPORTS**

**11.1** Guidance Annual Report

Somers High School Principal, Gary Cotzin, presented an overview of the high school counseling program. Mr. Cotzin stated that during the 2008-2009 school year, the Counseling and Career Center staff worked on aligning the high school's counseling

program components to those presented in the State of Connecticut Board of Education's publication, *A Guide to Comprehensive School Counseling Program Development*. The four components included in the curriculum are school counseling, individual student planning, responsive services and collaboration within and outside the school. A monthly curriculum map was developed for scheduling procedures, processes and events throughout the year.

Naviance continues to be used as a tool in implementing the curriculum; as well as, monitoring and assessing the guidance program using various student reports. A new district web page will be up and running within the next few weeks that will have multiple guidance links available for parents and students to access information.

A Guidance Advisory Board meets regularly to review and discuss how the guidance program is working. The development of a parent survey using Naviance is being considered.

#### **11.2 Alternative Ed Program Report**

Somers High School Principal, Gary Cotzin, and Assistant Principal, Rob Kapner, presented an overview of the Alternative Ed Program.

Mr. Kapner reported that they are in the second year of the program and have been able to add additional staff funded through a grant. The program is designed to meet the needs of students who have not been successful in a traditional classroom setting. Three seniors who were in this program last year were able to complete their required credits and graduate. Currently, there are two freshmen repeating from last year, three sophomores, one junior and four seniors. Additional students are being considered for placement into this program.

Students in this program attend school in the morning and either work or volunteer in the afternoon. Students who do not have a job or volunteer assignments remain in school until 2:15 p.m. to work on school assignments or conduct job searches. Mr. Kapner stated that attendance continues to be a problem for some students and measures have been put in place to encourage students to attend school and participate in their work or volunteer assignments regularly.

The goal of the program is to mainstream students back into the regular classroom. Currently, four students are enrolled in some mainstream classes.

Ms. Delany, the teacher running the program, attends monthly meetings with staff from other towns that have similar programs.

### **12.0 COMMITTEE REPORTS**

#### **12.1 Budget**

The district's Long Range Plan has been submitted to the Board of Finance. T.Potrikus and Joan Formeister attended the Board of Finance meeting this evening to respond to questions from the Finance Board members regarding the requests included in the plan.

The 2010 budget process has started. Dr. Suffredini will send the budget calendar to the Board members.

- 12.2 Curriculum  
No report.
- 12.3 Policy  
No report.
- 12.4 Salary & Negotiations  
A date will be scheduled to meet with the SESA.
- 12.5 Planning
- 12.6 Other Committees

**13.0 OTHER**

- 13.1 Board members who wish to attend the December 10<sup>th</sup> meeting for new board members should let Dr. Suffredini know. Reservations will be made through Central Office.
- 13.2 Congressman Joe Courtney will be touring Mabelle B. Avery Middle School on Tuesday, November 24<sup>th</sup> at 10:30 a.m. Dr. Suffredini extended an invitation to all Board members to meet with the congressman prior to the tour.
- 13.3 Dr. Suffredini informed the Board that the BEST program for new teachers has been eliminated and is being replaced by a program called TEAM. Dr. Suffredini stated that information about the new program is now being released and this new process will be discussed at the next Administrative Council meeting. Dr. Suffredini informed the Board that there would be some costs associated with this new program. Dr. Suffredini will keep the Board informed.
- 13.4 Chairman Palmer requested that Board members notify him within the next ten days the two committees they would like to serve on.
- 13.5 Dr. Suffredini has ordered Board of Education manuals for new board members. He will meet with the new board members when the manuals arrives.
- 13.6 The next BOE meeting is scheduled for December 7<sup>th</sup>. There is only one BOE meeting scheduled in December.
- 13.7 C.Manning notified the Board of Education that the Board of Finance has agreed to change their meeting night after the first of the year so that both boards are not meeting on the same night.

**14.0 ADJOURNMENT**

It was MOVED (R.Lees) and SECONDED (M.Marquardt) to adjourn the regular meeting of the Somers Board of Education at 8:23 p.m. PASSED 9-0

Respectfully submitted,

Rick Lees, Jr., Secretary  
Joan Jaquith, Recording Secretary

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

11/20/2009

Maynard Suffredini EdD  
Superintendent  
Somers Public Schools  
Ninth District Road  
Somers, CT 06071


The Somers Rotary Club is pleased to donate funds to purchase two computers to be used in conjunction with the SEF donation to the Mable B. Avery reading program.

  
David M. Reed, Secretary  
Somers Rotary Club

# Somers Board of Education General Budget Treasury Warrant

Report # 3134

Check Batch: 1108  
 Check Header: (N / A)  
 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
 Cash Account Number:  
 Check Authorization Code: AP GB  
 Minimum Check Amount: \$0.00  
 Sorted By:  
 Include Payable Information: No  
 Include Payable Dist Information: No  
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
		<b>Approved by:</b>  William B. Boutwell, Director of Business Services		<b>Date:</b> 12/11/09		
1108	581	12/07/2009	V58674	Administrator, Unemployment Compensation		
	582	12/07/2009	V00023	American Business Machines	0.00	407.00
	583	12/07/2009	V60041	Anthem Blue Cross and Blue Shield	0.00	170.00
	584	12/07/2009	V60040	Anthem Life Insurance Company	0.00	186,543.97
	585	12/07/2009	V54164	Autotek	0.00	2,088.12
	586	12/07/2009	V51604	Awards & More	0.00	512.78
	587	12/07/2009	V02223	B.A. Muzio Company Inc.	0.00	96.50
	588	12/07/2009	V60072	Beacon Graphics	0.00	30.99
	589	12/07/2009	V02406	Billings Sports, Inc.	0.00	152.60
	590	12/07/2009	V00121	CABE	0.00	2,506.00
	591	12/07/2009	E00047	Campanelli, Anthony	0.00	495.00
	592	12/07/2009	M52866	CAPP Inc.	0.00	38.50
	593	12/07/2009	V52105	Carmona M.D., Alicia T.	0.00	210.84
	594	12/07/2009	V51241	CDW Government, Inc.	0.00	960.00
	595	12/07/2009	V53588	CIT Technology Fin Serv, Inc.	0.00	89.84
	596	12/07/2009	V00159	Connecticut Light & Power	0.00	408.00
	597	12/07/2009	V60030	Connecticut, State of	0.00	11,139.80
	598	12/07/2009	V60119	Cooperative Educational Services	0.00	240.00
	599	12/07/2009	V00204	CREC	0.00	125.00
	600	12/07/2009	V60089	Dime Oil Company	0.00	2,118.10
	601	12/07/2009	V00605	Electrical Wholesalers	0.00	13,078.96
					0.00	195.28

## Somers Board of Education General Budget Treasury Warrant

Report # 3134

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	602	12/07/2009	V54168	First Student, Inc	0.00	6,196.13
	603	12/07/2009	V01563	Follett Educational Services	0.00	486.50
	604	12/07/2009	V60130	Franks Landscape Construction LLC	0.00	500.00
	605	12/07/2009	V02461	Michael N. Fulco, Ph.D	0.00	2,750.00
	606	12/07/2009	V01810	General Binding, Corp	0.00	626.80
	607	12/07/2009	V54081	Graduate Pest Solutions	0.00	150.00
	608	12/07/2009	V60065	Green Grass Inc.	0.00	180.00
	609	12/07/2009	V53439	Group Dynamic	0.00	105.45
	610	12/07/2009	V60125	Hall-Brooke Behavioral Health Services	0.00	2,200.00
	611	12/07/2009	V00639	HB Communications Inc.	0.00	67.96
	612	12/07/2009	V00891	Hm Receivables Co LLC	0.00	378.60
	613	12/07/2009	V54063	HSABank	0.00	9.00
	614	12/07/2009	V60107	i-Safe, Inc.	0.00	225.00
	615	12/07/2009	V52770	Interactive Systems	0.00	457.50
	616	12/07/2009	V02093	JCN Services	0.00	1,247.00
	617	12/07/2009	V00048	Johnson Controls	0.00	159.25
	618	12/07/2009	V02625	K & S Distributors	0.00	348.28
	619	12/07/2009	E00163	Kapner, Rob	0.00	38.50
	620	12/07/2009	V00451	Kittredge Equipment Company, Inc.	0.00	29.95
	621	12/07/2009	V60126	Learning House	0.00	1,477.50
	622	12/07/2009	V02035	Lloyd's Power Equipment	0.00	50.00
	623	12/07/2009	V53548	Long's Electronics	0.00	317.20
	624	12/07/2009	E00207	Machacek, Joan	0.00	62.70
	625	12/07/2009	V52107	Major Electric Supply	0.00	503.20
	626	12/07/2009	V21005	MSC Industrial Supply Co.	0.00	513.98
	627	12/07/2009	V02444	NELSON JR PHD, W. J.	0.00	3,010.00
	628	12/07/2009	V53987	Office Equipment Finance Services	0.00	1,662.67
	629	12/07/2009	V60097	Paxton/Patterson LLC	0.00	21.80
	630	12/07/2009	V52859	PROJECT GENESIS, INC	0.00	1,719.90
	631	12/07/2009	V60127	Regional School District 14	0.00	2,528.00
	632	12/07/2009	V51134	Richco Products, Inc.	0.00	413.34
	633	12/07/2009	V52476	RIVER VALLEY LAWN CARE	0.00	817.93
	634	12/07/2009	V53942	Rixstine Recognition	0.00	29.50
	635	12/07/2009	V00994	Rolf Engineering Inc	0.00	795.00
	636	12/07/2009	V51731	Rosen Classroom	0.00	6.48
	637	12/07/2009	V60116	Scantron	0.00	554.08
	638	12/07/2009	E00362	Scholes, Erin	0.00	85.00

# Somers Board of Education General Budget Treasury Warrant

Report # 3134

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	639	12/07/2009	V02890	SERC	0.00	60.00
	640	12/07/2009	V60056	Sexauer	0.00	36.43
	641	12/07/2009	V00486	Somers High School	0.00	6,538.61
	642	12/07/2009	V00886	Somers Lunch Program	0.00	10.50
	643	12/07/2009	V60118	Sopris West Educational Services	0.00	172.13
	644	12/07/2009	M02015	T. J. Conway Company	0.00	89.00
	645	12/07/2009	V60076	The Ockers Company	0.00	95.50
	646	12/07/2009	V60106	The Teaching Company	0.00	159.90
	647	12/07/2009	V54065	Thomas R Mehl	0.00	295.00
	648	12/07/2009	V53945	Transcanda Power Marketing LTD	0.00	19,121.07
	649	12/07/2009	V00492	Upstart	0.00	30.50
	650	12/07/2009	V60088	Utility Electric	0.00	150.00
	651	12/07/2009	E00336	Vamvilis, Kathleen	0.00	53.90
	652	12/07/2009	V53413	W. B. Mason	0.00	59.40
<b>Totals:</b>					0.00	\$279,203.42

72 Checks Listed.

# Somers Board of Education General Journal Register

Report # 3133

Batch: 1102

Transaction: N/A

Show Summary Only: Yes

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
1102	\$279,203.42	Posted	lbergamini	11/30/2009	lbergamini	12/01/2009

## General Ledger Distribution Summary

Period, Fiscal Year Account Number	Account Description	DTF Base	Over Budget	Debits	Credits
<b>December, 2010</b>					
<b>Generated Distributions</b>					
10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			261,837.78	0.00
10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	261,837.78
	Total Generated Distributions			<b>\$261,837.78</b>	<b>\$261,837.78</b>
<b>User-Entered Distributions</b>					
10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			234.66	0.00
10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	279,438.08
10-100-2-2-27-242-611-01-5-00904	K-5 - REMEDIAL READING SUPPLY			6.48	0.00
10-100-2-3-14-241-611-01-5-00157	MA - GENERAL SUPPLIES			59.40	0.00
10-100-2-3-48-242-611-01-5-01218	MA - HEALTH & LIFE SKILLS			225.00	0.00
10-100-2-4-08-243-611-01-5-01581	HS - WORLD LANGUAGE			225.60	0.00
10-100-2-4-12-242-611-01-5-00183	HS - TECHNOLOGY ED SUPPLIES			666.58	0.00
10-100-2-4-18-242-611-01-5-00191	HS - MATH SUPPLIES			189.40	0.00
10-100-2-4-26-242-611-01-5-01070	HS - ENGLISH SUPPLIES			505.89	0.00
10-100-2-4-40-220-641-01-5-01068	HS - REPLACEMENT TEXTS			133.61	0.00
10-100-2-5-44-242-611-03-5-00222	SW - A.V. SUPPLIES			1,180.88	0.00
10-120-9-9-98-214-111-01-5-00889	SW - Sp ED SUMMER PROGRAMS		Yes	1,719.90	0.00
10-120-9-9-98-243-611-01-5-01002	SP ED - TESTING			154.93	0.00
10-120-9-9-98-258-690-04-5-00307	SP ED - OFFICE SUPPLIES			17.20	0.00
10-120-9-9-98-955-330-02-5-01117	SP ED-INDEPENDENT EVALUATIONS		Yes	6,300.00	0.00
10-120-9-9-98-955-330-02-5-01142	SPED - CONSULTANT FEES			4,015.60	0.00
10-213-3-4-48-421-323-02-5-01146	SW HEALTH SUPPLIES			82.00	0.00
10-221-1-2-50-251-580-05-5-00259	K-5 - TRAVEL/IN-SERVICE			60.00	0.00
10-221-1-4-50-251-580-05-5-00267	HS - TRAVEL/IN-SERVICE			226.20	0.00
10-221-1-4-50-251-580-05-5-00269	HS - PRINCIPAL'S TRAVEL			38.50	0.00
10-221-2-5-50-214-111-05-5-00659	SW - PROF DEVELOPMENT/CEU			85.00	0.00
10-222-2-3-52-231-690-03-5-00153	MA - OTHER LIBRARY SUPPLIES			30.50	0.00
10-231-1-5-74-134-580-10-5-00046	B.O.E. - TRAVEL			255.00	0.00
10-231-1-5-74-134-590-10-5-00050	B.O.E. - PUBLICATIONS			240.00	0.00
10-231-1-5-74-134-690-10-5-00047	B.O.E. - SUPPLIES			10.50	0.00
10-232-1-5-72-251-580-05-5-00271	CO - TRAVEL/IN-SERVICE			53.90	0.00



## Somers Board of Education General Journal Register

Report # 3133

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
1102	\$279,203.42	Posted	lbergamini	11/30/2009	lbergamini	12/01/2009
10-320-7-4-42-880-690-06-5-00601		HS - ATHLETIC AWARDS			96.50	0.00
10-320-7-4-42-880-690-06-5-01220		HS - ATHLETIC UNIFORMS			2,506.00	0.00
10-613-9-9-88-955-561-14-5-00673		SP ED - TUITION			3,688.00	0.00
Total User-Entered Distributions					<u>\$279,672.74</u>	<u>\$279,672.74</u>
Total for December, 2010					<u>\$541,510.52</u>	<u>\$541,510.52</u>
<b>Grand Total for Batch # 1102</b>					<u><u>\$541,510.52</u></u>	<u><u>\$541,510.52</u></u>

177 Transactions Listed.

# 2010-2011 SOMERS PUBLIC SCHOOLS

JULY '10						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5 Independence Day

JANUARY '11 (19)						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

14 Teacher Work Day  
17 M.L. King Jr. Day

AUGUST '10 (2)						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

25 Staff Orientation Day  
26 Teacher Work Day  
27 Teacher Work Day  
30 **SCHOOLS OPEN**

FEBRUARY '11 (15)						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

21 President's Day  
22-25 February Recess

SEPTEMBER '10 (21)						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 Labor Day

MARCH '11 (22)						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14 Teacher Work Day  
16 K-5 Early Release  
17 K-5 Early Release  
18 K-5 Early Release

OCTOBER '10 (19)						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

7 9-12 Early Release  
11 Columbus Day  
12 Teacher Work Day

APRIL '11 (16)						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

18-22 April Recess  
22 Good Friday

NOVEMBER '10 (19)						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

9 6-8 Early Release  
10 6-8 Early Release  
11 Veterans Day  
17 K-5 Early Release  
18 K-5 Early Release  
19 K-5 Early Release  
24 Early Release  
25-26 Thanksgiving Recess

MAY '11 (21)						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

30 Memorial Day

DECEMBER '10 (17)						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

24-31 Holiday Recess

JUNE '11 ( )						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

13 **SCHOOLS CLOSING—  
Early Release**  
14 Teacher Work Day

## 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.