

BOE Meeting Template
Monday, June 27, 2011 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. Donation from SHS Drama Club 8
The SHS Drama Club wishes to donate a shed to SHS for storage of the club's equipment. Details are in the attached memorandum from Kathy Welch, SHS Drama Club Advisor.
6. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS
7. CONSENT AGENDA
 - 1. Approval of Bills 9
8. NEW BUSINESS
 - 1. Second Warning/Adoption of DBS Code: 5141.25: Accommodating Students with Special Dietary Needs 15
The Policy Committee has reviewed this policy and made recommendations as per the CABE Policy Update service. First warning was included on the 6/13 agenda.
 - 2. Second Warning/Adoption of DBS Code: 5141.21: Administering Medication 18
The Policy Committee has reviewed this policy and made recommendations as per the CABE Policy Update service. The policy has been reviewed and approved as written by the district's medical advisor. First warning was included on the 6/13/11 agenda.
 - 3. Approval of Student Handbook Revisions 26
The building principals will be in attendance to explain the changes to their handbooks, albeit few in number.
 - 4. Second Warning/Adoption of Grade 11 U.S. History Textbook "Magruder's American Government" 29
The textbook was reviewed and recommended to the board by the Curriculum Committee at the previous meeting. Funds to purchase the texts will come from this year's budget.
9. OLD BUSINESS
10. ADMINISTRATIVE REPORTS
 - 1. Facilities Status Report 33
The facilities status report is included in the packet. Mr. MacFeat and Mr. Boutwell will be available to answer any questions board members may have.
11. COMMITTEE REPORTS
 - 1. Budget
 - 2. Curriculum
 - 3. Policy
 - 4. Salary & Negotiations
 - 5. Planning
 - 6. Other Committees
12. OTHER
13. EXECUTIVE SESSION - Superintendent's Evaluation/Salary & Negotiations
14. ADJOURNMENT 36

SOMERS BOARD OF EDUCATION

1 Vision Boulevard

Somers, CT 06071

www.somers.k12.ct.us

MINUTES OF THE MEETING – June 13, 2011

Members Present: J.Formeister, R.Lees, B.Devlin, T.Potrikus, A.Kirkpatrick, M.Marquardt, S.Bollinger
Members Absent: D.Palmer, J.Taylor
Administrators Present: M.Suffredini, B.Boutwell, K.Pezza, P.Collin, J.Morrow, N.Barry, S.Muirhead, R.Riola, J.Oliver, R.Kapner
Staff Present:
Citizens Present: T.LaVallee
Students Present: M.Anderson, G.Samson, J.DaSilva, J.Gomez, N.Maille, S.Crisafi, K.Morello, B.Damon, E.Vanasse, V.LaVallee, J.Kazino, S.Szleszynski, C.Hamilton, R.Wilson, C.Lockyer, S.Moses, K.Roberts
Others: Leah Cook (New BOE Recording Secretary)

1.0 CALL TO ORDER

The regular meeting of the Board of Education was called to order at 7:04 p.m. by Vice Chairman Formeister in the Mabelle B. Avery Middle School Board of Education meeting room.

2.0 PLEDGE OF ALLEGIANCE

3.0 APPROVAL OF MINUTES – May 23, 2011

May 23, 2011 Regular Meeting – It was MOVED (T.Potrikus) SECONDED (B.Devlin) to approve the May 23, 2011 Board of Education regular meeting minutes as presented.
PASSED 7-0

4.0 AUDIENCE TO CITIZENS/STAFF/STUDENTS

5.0 CORRESPONDENCE

Dr. Suffredini reported that the district received \$4580 in grant money from Lego to purchase equipment for Somers Elementary School. J.Morrow explained that Somers Elementary School and Mabelle B. Avery Middle School have been piloting iPod touches this year and it has been very successful. Mr. Morrow contacted Lego inquiring if they had grant funds available that could be used to purchase additional iPod touches. A parent volunteer who works for Lego wrote a letter of recommendation and the district was awarded \$4580 to purchase another 20 iPod touches for Somers Elementary School.

6.0 OPPORTUNITY TO ADD/DELETE AGENDA ITEMS

6.1 It was MOVED (J.Formeister) SECONDED (A.Kirkpatrick) to add “Approval of the Grade 8 Social Studies Textbook *The American Journey Early Years*” as a Second Warning under New Business as Item 8.5. PASSED 7-0

6.2 It was MOVED (J.Formeister) SECONDED (A.Kirkpatrick) to add “Approval of the Grade 11 US History Textbook *Magruder’s American Government*” as a First Warning under New Business as Item 8.6.

7.0 CONSENT AGENDA

7.1 Approval of Bills 6/13/11 – (\$336,812.17)

It was MOVED (B.Devlin) SECONDED (A.Kirkpatrick) to approve the 6/13/11 Bills in the amount of \$336,812.17 as presented. PASSED 7-0

8.0 NEW BUSINESS

8.1 Second Warning/Adoption of Honors English Texts

It was MOVED (B.Devlin) SECONDED (A.Kirkpatrick) to approve the purchase of the Honors English Texts as presented. PASSED 7-0

8.2 Approval of Job-Sharing Agreements

Per the SEA collective bargaining agreement the Board must annually approve job-sharing agreements. There are three requests for the 2011-2012 school year.

It was MOVED (B.Devlin) SECONDED (A.Kirkpatrick) to approve the following job sharing agreements: E.Orvis/S.Rhoades (Gr.2), N.Dzicek/M.Shannon (Gr.3) and R.Leiphart/P.Clark (SES Information Specialists) for the 2011-2012 school year. PASSED 7-0.

Dr. Suffredini stated that there is one more request for grade one arrangement pending certification renewal.

8.3 First Warning of DBS Code 5141.25: Accommodating Students with Special Dietary Needs

J.Formeister expressed concern that this policy is very restrictive and it could be difficult to implement. Mrs. Formeister asked if this policy was recommended by CABE.

A.Kirkpatrick stated that this policy was written based upon recommendations from the Superintendent and the Wellness Committee. Dr. Suffredini stated that policies that deal with students with special dietary needs are becoming more and more restrictive due to the severity of allergies suffered by some students. Dr. Suffredini further stated that this policy protects all parties involved.

A.Kirkpatrick will check with CABE to see what districts across the state are doing to accommodate students with special dietary needs.

Second Warning will be included on the June 27th BOE meeting agenda.

8.4 First Warning of DBS Code 4141.21 Administering Medication

A.Kirkpatrick stated that this is a new state mandated policy and it will replace the district's current policy. The Policy Committee reviewed this policy and made recommendations as per the CABE Policy Update service. The policy has been reviewed and approved as written by the district's medical advisor. The major change in the policy is defining who can administer medication to students.

Second Warning will be included on the June 27th BOE meeting agenda.

The staff will be informed of these policy changes before the end of the school year and again at the beginning of the 2010-2011 school year. Professional Development will be scheduled if needed.

8.5 Second Warning/Adoption of Grade 8 Social Studies Textbook *The American Journey Early Years*

It was MOVED (T.Potrikus) SECONDED (B.Devlin) to approve the purchase of the Grade 8 Social Studies Textbook *The American Journey Early Years*. PASSED 7-0

J.Formeister explained that this textbook was warned earlier in the year but was put on hold because the state standards for Social Studies had not been passed.

Director of Curriculum, K.Pezza stated that the state standards still have not been passed; however, she has seen a draft of the standards and is comfortable with purchasing this textbook. The textbooks that are currently being used are in extremely poor condition and in most cases unusable and need to be replaced. Funding is available in this year's budget to purchase this textbook.

8.6 First Warning Approval of Grade 11 US History Textbook *Magruder's American Government*

Funding is available to purchase this textbook from this year's budget following Board approval.

Second Warning/Adoption will be included on the June 27th BOE meeting agenda.

9.0 OLD BUSINESS

10.0 ADMINISTRATIVE REPORTS

10.1 Building Goals Results

District administrators presented their building goals report for the 2010-2011 school year.

The Somers Elementary School administrators reported that their goal was to improve reading performance on formative, summative and state assessments by more clearly aligning instruction with the Grade Level Objectives and Connecticut State Mastery Test Strands and Objectives.

To meet this goal, teachers at all grade levels volunteered to have their students participate in Reader's Workshop demonstrations and to have their own implementation of this initiative critiqued by our professional development providers. Monthly data analysis was held at all grade levels and the data revealed steady growth on the part of most students in the areas of fluency and in the number of words read per minute. Teachers reported an increase in reading stamina and that students were more motivated to read independently. Students also showed an increased interest in reading non-fiction text.

CBAS results in November, January and May were used to target areas of need in reading, math and writing. DRA and DRP scores revealed that the majority of students showed growth in the area of reading during the school year.

Mr. Riola stated that the Gifted and Talented program was a great resource this year.

Mr. Riola also stated that they were pleased with the parent involvement. Several parent literacy workshops were held throughout the year and were well attended.

Mr. Riola thanked the Board, the Superintendent and the Director of Curriculum for their support in this new initiative.

Mabelle B. Avery Middle School administrators reported their two goals this year were to improve student performance on written work in all content areas using strategies to improve editing and revising/composing and to improve student performance in the area of Geometry and Measurement.

Ms. Barry reported that the use of three universal screeners were used by all teachers in all subjects at all grade levels to target areas of need, specifically in Language Arts. CBAS was piloted this year in the area of writing mechanics. There has been significant improvement shown in this area. CBAS allows for immediate feedback and the students were able to see their growth and improvement. The students can also use CBAS at home. CBAS does not replace the actual one-on-one daily instruction and teacher editing but does reinforce classroom instruction.

Specific areas of Math were targeted in grades 6-8 with reinforced lessons. Students are now more comfortable with the metric system.

Somers High School Assistant Principal, Rob Kapner, reported that the high school goal was to improve academic performance across all content areas as measured by national, state and departmental assessments.

Data from a variety of sources allowed the staff to look at student performance over a broad spectrum. Departments used data to establish growth areas. Benchmark tests were constructed and progress-monitoring tools were utilized. Data analysis is ongoing.

Teachers increased their parent contact on underachieving students. Goal information was shared with parents at the beginning of the year and will be shared again before the end of the school year.

Staff training on SMART goal development was done during faculty meetings in September and October. All disciplines developed department goals that align with the building goal.

The process of developing sequential grammar skills was used by each class at each grade level and as a result there was a significant improvement shown in the use of grammar in all subject areas.

In the area of Technology and Information Services, J.Morrow reported that the goal was to develop, implement, and troubleshoot a K-3 standards based report card within PowerSchool. The staff was trained in the fall in the use of GradeBook to develop a K-3 standards based report card. The new report card was developed and was ready to use for the first trimester. The standards based report card enables both the family and student to understand the student's achievement and to know what is required for future progress toward grade level standards. A survey indicated that the report card was successful in most areas surveyed; however, The Parent Guide needs to be more prominent on the school's web page so that parent's can access it easier and use it while reviewing their child's report card.

The goal for Pupil Services and Curriculum was to improve student performance on the CAPT and CMT by implementing an effective intervention process.

Dr. Collin reported that the focus this year was placed on Tier 1 interventions that were used on a daily basis. Paraprofessionals were trained in the use of Dibels. Family literacy nights were held for parents of students in grades K-5. Meetings were held for parents of

kindergarten students to inform parents on how they could work with their children at home.

Professional development will continue next year to help the staff use all the new assessment, intervention and teaching tools that have been introduced over the past few years.

10.2 Staff Evaluations

Dr. Suffredini reported that all staff evaluations have been completed.

10.3 Discussion of Pension Committee

Dr. Suffredini stated that in researching the current pension plan for noncertified personnel, information was obtained regarding an Appendix B to the SESA contract which stipulates that a Pension Committee be formed to review the status of the pension fund and report to the board on the fund. The Board needs to revisit the formation of the Pension Committee and to begin to select members as stipulated for this committee. T.Potrikus and J.Taylor will put this on the agenda for the pension committee planning meeting.

10.4 Superintendent's Report

- Dr. Suffredini reported that contracts will be sent to the teachers who received nonrenewal notices earlier this year.
- Dr. Suffredini reported that he was a the Keynote Speaker at a State Technology Conference. Somers High School Tech Ed teacher, Roy Slater received a Recognition Award at this conference and former Somers High School student, Liz Chatis received a scholarship. Liz is attending CCSU.
- The Teacher of the Year Committee will meet on Tuesday, June 14th at 3:00 p.m.
- Dr. Suffredini reported that there is nothing to report on the search committees.

11.0 COMMITTEE REPORTS

Minutes will be taken at all subcommittee meetings.

11.1 Budget

The 2011-2012 Town Budget referendum passed.

11.2 Curriculum

The Curriculum Committee met this evening and discussed the purchase of textbooks for Grade 8 Social Studies and Grade 11 United States History.

11.3 Policy

The Policy Committee met tonight and will meet again on June 27th.

11.4 Salary & Negotiations

The Salary & Negotiations Committee met with the nurse's union this week. The committee will meet with the custodian's union on June 27th.

12.5 Planning Committee – No Report

12.6 Other Committees

12.6.1 Technology Ad Hoc Committee – No report

13.0 OTHER

14.0 ADJOURNMENT

It was MOVED (B.Devlin) SECONDED (S.Bollinger) to adjourn the regular meeting of the Board of Education at 8:16 p.m. PASSED 7-0

Respectfully submitted,

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

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

To: Board of Education, Somers, CT
Dr. Maynard M. Suffredini, Jr., Superintendent of Schools, Somers, CT
Gary Cotzin, Principal, Somers High School, Somers, CT

From: Kathy Welch, Advisor, Somers High School Drama Club

Date: June 15, 2011

Subject: Donation

The Somers High School Drama Club wishes to donate a shed to Somers High School for storage of the Club's physical assets (flats, platforms, stair units, advertising signs, props, etc.). It is a pre-built unit that is manufactured by Kloter Farms, Inc. located in Ellington, CT. Funding for this project comes from monies saved by the Club from box office receipts and other efforts over the last two years.

Its value is approximately \$16,750, which includes the building itself, professional site preparation, the delivery and erection of the unit, all provided by Kloter Farms. We will also be purchasing professional services to install a new gate in the fence for access to the new shed.

We have worked closely with Gary Cotzin and Jim MacFeat in planning this project. The necessary building permit has been approved and issued from the Town of Somers.

Somers Board of Education General Budget Treasury Warrant

Report # 12704

Check Batch: 4485
 Check Header: (N / A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
 Cash Account Numbers: (First) - (Last)
 Bank Account Code: (N/A)
 Check Authorization Code: AP GB
 Minimum Check Amount: \$0.00
 Sorted By:
 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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Approved by:  Date: 6/23/11
 William B. Boutwell, Director of Business Services

4485	2981	06/27/2011	V52670	Amazon	0.00	56.62
	2982	06/27/2011	V52306	Ameripride Linen and Apparel Services	0.00	314.96
	2983	06/27/2011	V02141	Apple Inc.	0.00	290.00
	2984	06/27/2011	V00555	AT&T	0.00	1,022.18
	2985	06/27/2011	V51604	Awards & More	0.00	224.30
	2986	06/27/2011	V60312	Barnes Pools, Stones & Stuff	0.00	420.00
	2987	06/27/2011	E00009	Barry, Nancy	0.00	44.88
	2988	06/27/2011	E00450	Bergamini, Lisa	0.00	33.66
	2989	06/27/2011	V54306	Blue Raven Technology, Inc.	0.00	1,823.40
	2990	06/27/2011	V51942	CBS	0.00	655.69
	2991	06/27/2011	V00159	Connecticut Light & Power	0.00	11,385.14
	2992	06/27/2011	E00066	Clark, Patricia	0.00	29.74
	2993	06/27/2011	E00038	Collin, Patricia	0.00	157.59
	2994	06/27/2011	V60057	Community Child Guidance Clinic, Inc.	0.00	11,817.75
	2995	06/27/2011	V60512	Connecticut Valley Fence Company LLC	0.00	800.00
	2996	06/27/2011	V52162	Constitution Coach, Inc	0.00	853.00
	2997	06/27/2011	E00076	Cotzin, Gary	0.00	174.93
	2998	06/27/2011	V00204	CREC	0.00	585.00
	2999	06/27/2011	V00242	Dinn Brothers, Inc.	0.00	110.90
	3000	06/27/2011	V00381	Discovery Education, Inc.	0.00	2,095.00

Somers Board of Education General Budget Treasury Warrant

Report # 12704

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	3001	06/27/2011	V54402	Dunkin Donuts	0.00	375.00
	3002	06/27/2011	V52117	East Hartford Public Schools	0.00	21,419.30
	3003	06/27/2011	V54168	First Student, Inc	0.00	8,717.83
	3004	06/27/2011	V53666	Forest Park Rentals	0.00	1,035.00
	3005	06/27/2011	V02461	Michael N. Fulco, Ph.D	0.00	5,700.00
	3006	06/27/2011	V60243	Futures, Inc	0.00	7,752.00
	3007	06/27/2011	V60479	General Electric Co	0.00	427.00
	3008	06/27/2011	V60035	Google, Inc.	0.00	16.58
	3009	06/27/2011	V51232	Hartford Hospital	0.00	13,734.00
	3010	06/27/2011	V54041	HPSO	0.00	225.50
	3011	06/27/2011	V54041	HPSO	0.00	85.50
	3012	06/27/2011	V51502	Jostens, Inc.	0.00	2,876.64
	3013	06/27/2011	V00831	Lingui Systems, Inc	0.00	359.90
	3014	06/27/2011	V02338	Longstreth	0.00	144.90
	3015	06/27/2011	V52107	Major Electric Supply	0.00	307.31
	3016	06/27/2011	V60361	Marlin Leasing Corp	0.00	272.89
	3017	06/27/2011	V60161	Marsh U.S. Consumer	0.00	266.00
	3018	06/27/2011	V60516	Mary White-Roath, Ed.D.	0.00	1,600.00
	3019	06/27/2011	E00232	Mooney, Steven	0.00	36.72
	3020	06/27/2011	E00234	Morrow, Jim	0.00	71.81
	3021	06/27/2011	V60104	Nixon Company Inc., The	0.00	94.00
	3022	06/27/2011	V60053	Premier Laboratory, Inc	0.00	365.00
	3023	06/27/2011	V02834	R. Pettee Electric L.L.C.	0.00	235.82
	3024	06/27/2011	E00285	Riola, Ralph	0.00	30.67
	3025	06/27/2011	V53811	RJ Mase, LLC	0.00	32.00
	3026	06/27/2011	V01292	School Specialty, Inc.	0.00	56.50
	3027	06/27/2011	E00300	Selley, Su	0.00	600.00
	3028	06/27/2011	V02404	Somers Ace Hardware	0.00	485.55
	3029	06/27/2011	V00886	Somers Lunch Program	0.00	25.50
	3030	06/27/2011	V02129	Sonitrol	0.00	830.00
	3031	06/27/2011	V02225	Staples Credit Plan	0.00	33.99
	3032	06/27/2011	V00547	Sullivan, Schoen, Campane & Connon, LLC	0.00	1,028.00
	3033	06/27/2011	V53987	U.S. Bancorp Equipment Finance, Inc	0.00	1,662.67
	3034	06/27/2011	V60304	Wheeler Clinic	0.00	10,335.00
Totals:					0.00	\$114,133.32

Somers Board of Education General Budget Treasury Warrant

Report # 12704

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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54 Checks Listed.

Somers Board of Education General Journal Register

Report # 12702
Batch: 4445
Transaction: N/A
Show Summary Only: Yes

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
4445	\$114,133.32	Posted	lbergamini	06/20/2011	lbergamini	06/23/2011

General Ledger Distribution Summary

Period, Fiscal Year Account Number	Account Description	DTF Base	Over Budget	Debits	Credits
June, 2011					
Generated Distributions					
10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			51,467.14	0.00
10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	51,467.14
	Total Generated Distributions			\$51,467.14	\$51,467.14
User-Entered Distributions					
10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	114,133.32
10-100-2-2-14-241-611-01-5-00155	K-5 - GENERAL SUPPLIES			56.50	0.00
10-100-2-2-26-220-641-01-5-00105	K-5 - LANGUAGE ARTS TEXTBOOK		Yes	11.60	0.00
10-100-2-4-12-242-611-01-5-00183	HS - TECHNOLOGY ED SUPPLIES			141.26	0.00
10-100-2-4-99-242-611-01-5-00809	HS - RENAISSANCE PROGRAM			390.00	0.00
10-100-2-5-14-241-611-01-5-00873	SW - GENERAL COMPUTER SUPPLIES			290.00	0.00
10-120-9-9-98-243-611-01-5-01002	SP ED - TESTING			359.90	0.00
10-120-9-9-98-251-580-05-5-00272	SP ED - TRAVEL/IN-SERVICE			36.72	0.00
10-120-9-9-98-251-580-05-5-00273	SP ED - DIRECTOR'S TRAVEL			157.59	0.00
10-120-9-9-98-955-330-02-5-01117	SP ED-INDEPENDENT EVALUATIONS		Yes	7,300.00	0.00
10-219-1-5-50-134-690-05-5-00875	SW - PROF DEVELOPMENT SUPPLIES		Yes	30.67	0.00
10-221-1-3-50-251-580-05-5-00263	MA - TRAVEL/IN-SERVICE			44.88	0.00
10-221-1-4-50-251-580-05-5-00269	HS - PRINCIPAL'S TRAVEL		Yes	174.93	0.00
10-222-2-5-14-233-611-03-5-00150	SW - COMPUTER SOFTWARE		Yes	10.61	0.00
10-231-1-5-74-134-330-10-5-00045	B.O.E. - OTHER PROF. SERVICES		Yes	1,028.00	0.00
10-231-1-5-74-134-590-10-5-00049	B.O.E. - PRINTING		Yes	110.90	0.00
10-231-1-5-74-134-690-10-5-00047	B.O.E. - SUPPLIES			10.50	0.00
10-232-1-5-72-134-690-04-5-00031	CO - PETTY CASH			600.00	0.00
10-232-1-5-72-251-580-05-5-00271	CO - TRAVEL/IN-SERVICE			94.86	0.00
10-232-1-5-72-258-690-04-5-00042	CO - OFFICE SUPPLIES			33.99	0.00
10-232-6-5-66-830-440-04-5-00525	CO - COPIER RENTAL		Yes	415.67	0.00
10-240-2-5-40-830-440-01-5-00905	SW - COPIER SUPPLIES/MAINTEN.			506.81	0.00
10-240-6-2-66-830-440-04-5-00523	K-5 - COPIER RENTAL			415.67	0.00
10-240-6-3-66-830-440-03-5-00527	MA - COPIER RENTAL			415.66	0.00
10-240-6-4-66-830-440-04-5-00763	HS - COPIER RENTAL			415.67	0.00
10-240-6-4-66-830-440-04-5-01014	HS - COPIER SUPPLIES			148.88	0.00

Somers Board of Education General Journal Register

Report # 12702

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
4445	\$114,133.32	Posted	lbergamini	06/20/2011	lbergamini	06/23/2011
10-240-7-4-54-880-690-07-5-00274		HS - GRADUATION				
10-259-1-2-40-123-590-04-5-00015		K-5 - FORMS & PRINTING			3,661.70	0.00
10-260-5-2-62-722-430-08-5-01141		K-5 BUILDING REPAIRS			29.74	0.00
10-260-5-2-64-642-530-04-5-00363		K-5 - TELEPHONE		Yes	180.00	0.00
10-260-5-3-64-642-530-04-5-00365		MA - TELEPHONE		Yes	288.34	0.00
10-260-5-4-38-722-430-01-5-00393		HS - QUANTITY FOODS MAINT.		Yes	122.52	0.00
10-260-5-4-64-642-530-04-5-00366		HS - TELEPHONE			773.96	0.00
10-260-5-5-64-642-530-04-5-00367		CO - TELEPHONE		Yes	338.62	0.00
10-260-5-6-62-722-430-01-5-01077		SW - COMPUTER MAINTENANCE			272.70	0.00
10-260-5-6-62-722-430-08-5-00439		HS - BUILDING MAINTENANCE		Yes	3,918.40	0.00
10-260-5-6-62-722-430-08-5-00442		SW - GROUNDS KEEP		Yes	650.00	0.00
10-260-5-6-62-722-430-08-5-00447		SW - GENERAL REPAIR		Yes	420.00	0.00
10-260-5-6-62-722-430-08-5-00448		SW - FIRE/VANDALISM		Yes	329.46	0.00
10-260-5-6-62-722-430-08-5-00467		SW - GENERAL PAINT			235.82	0.00
10-260-5-6-62-722-430-08-5-00885		SW - ELECTRICAL SUPPLIES		Yes	14.83	0.00
10-260-5-6-64-641-620-05-5-00358		K-5 - ELECTRICITY			307.31	0.00
10-260-5-6-64-641-620-05-5-00360		MA - ELECTRICITY			3,064.80	0.00
10-260-5-6-64-641-620-05-5-00361		HS - ELECTRICITY			3,404.81	0.00
10-260-5-6-64-641-620-05-5-00362		MAINTENANCE - ELECTRICITY			5,006.04	0.00
10-260-6-5-62-722-430-04-5-00452		SW - MAINTENANCE CONTRACTS			182.38	0.00
10-260-6-9-62-722-590-08-5-00453		SW - SOFTWARE MAINT CONTRACTS		Yes	365.00	0.00
10-270-4-5-84-521-510-12-5-00328		ADDITIONAL TRANSPORTATION		Yes	16.58	0.00
10-270-9-9-84-522-112-12-5-00333		SP ED - TRANSPORTATION AIDE		Yes	1,050.00	0.00
10-270-9-9-84-522-510-12-5-00332		SP ED - ADDITIONAL MILEAGE			4,559.10	0.00
10-279-4-4-42-530-580-06-5-00337		HS - ATHLETIC TRIPS			4,300.00	0.00
10-280-6-5-82-820-520-13-5-00520		UMBRELLA LIABILITY INSURANCE		Yes	2,361.73	0.00
10-320-2-4-54-880-690-07-5-00602		HS - ACADEMIC AWARDS		Yes	577.00	0.00
10-320-7-4-42-880-690-06-5-00595		HS - ATHLETIC SUPPLIES			294.96	0.00
10-320-7-4-42-880-690-06-5-00601		HS - ATHLETIC AWARDS			944.90	0.00
10-611-9-9-88-955-560-14-5-00813		SP ED - CREC HEARING PROGRAM		Yes	318.30	0.00
10-613-9-9-88-955-561-14-5-00673		SP ED - TUITION		Yes	585.00	0.00
					62,358.05	0.00
					\$114,133.32	\$114,133.32
					\$165,600.46	\$165,600.46
					\$165,600.46	\$165,600.46

Somers Board of Education General Journal Register

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
4445	\$114,133.32	Posted	lbergamini	06/20/2011	lbergamini	06/23/2011

189 Transactions Listed.

STUDENTS

Health

Accommodating Students With Special Dietary Needs

The Board of Education believes all students, through accommodations where required, shall have the opportunity to participate fully in all school programs and activities.

The Board recognizes that students with documented life-threatening food allergies are considered disabled and are covered by The Disabilities Act and Public Law 93-112 and Section 504 of The Rehabilitation Act of 1973. A clearly defined "504 Accommodation Plan" shall be developed and implemented if necessary for all such identified students in which necessary accommodations are made to ensure full participation of identified students in school activities. Such plan shall be signed by the appropriate staff, the parent/guardian of the student and the student's physician, if so required.

Each school is also responsible for developing and implementing guidelines for the care of students with special dietary needs/foods allergies. Such guidelines shall include, but not be limited to, staff development, strategies for identifying students at risk for life-threatening allergic reactions, means to manage the student's allergy including avoidance measures, designation of typical symptoms and dosing instructions for medications.

Guidelines for a building will be based upon the specific allergies identified within the student population. Guidelines should maintain the health and protect the safety of children who have severe food allergies in ways that are developmentally and age appropriate, promote self advocacy and competence in self-care, and provide appropriate educational opportunities.

The Board recognizes that risks can never be fully eliminated in the school environment. Therefore, the guidelines should be viewed as a plan of action with emphasis on prevention of exposure to food allergens and a response plan to an allergic event should one occur.

In an effort to prevent the exposure to food allergens the following activities are prohibited:

- a. Meal/snack swapping and utensil swapping among students during lunch/snack time and all special events (i.e. room parties, celebrations, PTA food events);
- b. Eating or drinking on school buses unless under restrictions with prior approval;
- c. The use of nut and peanut products in the hot lunch program;
- d. Eating or drinking in non-authorized areas of the school building or grounds.

Building principals are authorized to expand upon the prohibited activities but are not authorized to initiate a school wide ban on a particular food.

The Board directs the building administrator to utilize the following prevention strategies in their building plan as appropriate:

1. Establish a method of ensuring that relevant information is transmitted to all supervising persons of an identified student. Supervising persons includes certified, non-certified, and volunteer staff having interaction with the student;
2. Directly communicate with Food Services on the dietary needs of identified children;
3. Create an allergen free table/section in the cafeteria;
4. Keep classroom and lunch table surfaces clean of allergens;
5. Promote proper hand washing before and after eating;
6. At least annually, and more often if required, monitor the effectiveness of district procedures and individualized health plans with the appropriate staff members, parents, and if applicable, the student;
7. Address custodial services required by groups renting/using school facilities to ensure that areas are clean of allergens following the use of the facilities. Any terms or costs associated with these custodial services should be stated in the rental agreement;
8. The district will not knowingly make use of peanuts, peanut products, tree nuts and tree nut products for instructional purposes.
9. Administrators, teachers and parents are strongly encouraged to incorporate non-food related alternatives to celebrate developmental milestones and student accomplishments, in-school birthdays or other events. When food is provided, they are encouraged required to provide commercially prepared foods with printed labels that set forth food ingredients and warnings. No home baked goods will be accepted.
10. Before any event, where food products and/or instructional materials may be used, staff members are required to read all ingredients of said products.
11. When classroom activities in grades PK-8 include food, the classroom teacher will contact the parent/guardian of the identified allergic child prior to the activity.
12. School personnel planning a field trip will provide the school nurse with a list of participants in advance of the trip. The school nurse will identify those students with identified food allergies and provide the teacher with a copy of the written food allergy plan for the student(s). This will also be done for other school-sponsored events taking place off school grounds.

The Board believes that parents have responsibility in the prevention plan. Parents of students with special dietary needs/food allergies must provide the school with an individualized action plan developed by the child's physician. Parents of at-risk children should provide their child with some type of medical alert identification. Parents of at-risk students are strongly encouraged to have their child bring a lunch from home. Parents of all students are expected to reinforce the prevention plan with their child at home.

The district's plan for managing students with life-threatening food allergies shall be posted on the district's website.

Legal References: Connecticut General Statutes 10-15b, 10-154a, 10-207
Americans with Disabilities Act
Public Law 93-112
Section 504 of the Rehabilitation Act of 1973
P.A. 09-155 An Act Concerning the Use of Asthmatic Inhalers and
Epinephrine Auto-Injectors While at School

Adopted: May 27, 2008
Revised: November 23, 2009

A mandated policy to consider. Prior to adoption, a policy on this topic must be approved by the district's School Medical Advisor or other qualified licensed physician.

Students

Administering Medication

The purpose of this policy is for the Board of Education (Board) to determine who shall administer medications in a school and the circumstances under which self-administration of medication by students shall be permitted.

The Board of Education allows students to self-administer medication and school personnel to administer medication to students in accordance with the established procedures, and applicable state regulations, sections 10-212a-1 through 10-212a-10 inclusive. In order to provide immunity afforded to school personnel who administer medication, the Board of Education, with the advice and approval of the School Medical Advisor and the school nurse supervisor, shall review and/or revise this policy and regulation biennially concerning the administration of medications to District students by a nurse, or in the absence of a nurse, by qualified personnel for schools.. The District's School Medical Advisor (or other qualified physician) shall approve this policy, its regulations and any changes prior to adoption by the Board.

Definitions

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

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

Before- and after-school program means any child care program operated and administered by a local or regional Board of Education or municipality exempt from licensure by the Department of Public Health. Such programs shall not include public or private entities licensed by the Department of Public Health or Board of Education enhancement programs and extra-curricular activities.

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

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

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

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

Students

Administering Medications

Definitions (continued)

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

Error means:

- (1) the failure to do any of the following as ordered:
 - (a) administer a medication to a student;
 - (b) administer medication within the time designated by the prescribing physician;
 - (c) administer the specific medication prescribed for a student;
 - (d) administer the correct dosage of medication;
 - (e) administer medication by the proper route; and/or
 - (f) administer the medication according to generally accepted standards of practice; or
- (2) the administration of medication to a student which is not ordered by an authorized prescriber, or which is not authorized in writing by the parent or guardian of such student.

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

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

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

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

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

Students

Administering Medications

Definitions (continued)

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

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

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

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

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

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

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

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

Principal means the administrator in the school.

Qualified personnel for schools means (a) a full-time employee who meets the local or regional Board of Education requirements as a principal, teacher, occupational therapist or physical therapist and has been trained in the administration of medication in accordance with Section 10-212a-3 of the State regulations; (b) a coach and licensed athletic trainer who has been trained in the administration of medication pursuant to Section 10-212a-8 of the State regulations; or (c) a paraprofessional who has been trained in the administration of medication pursuant to Section 10-212a-9 of the State regulations. For school readiness programs and before- and after-school programs, Directors or Director's designee, lead teachers and school administrators who have been trained in the administration of medication may administer medications pursuant to Section 10-212a-10 of the State regulations.

Students

Administering Medications

Definitions (continued)

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

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

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

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

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

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

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

Students

Administering Medications

Definitions (continued)

General Policies on Administration of Medication

A child with diabetes may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of such child to conduct self-testing, along with written authorization of the parent/guardian and approval of the school nurse. Such self-testing shall be pursuant to guidelines promulgated by the Commissioner of Education.

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

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

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

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

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

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

Students

Administering Medication

General Policies on Administration of Medication (continued)

Administration of Medication by Paraprofessionals

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

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

During intramural and interscholastic athletic events, a coach or licensed athletic trainer who has been trained in the general principles of medication administration applicable to receiving, storing, and assisting with inhalant medications or cartridge injector medications and documentation, may administer medication for select students for whom self-administration plans are not viable options as determined by the school nurse. The medication which may be administered is limited to: (1) inhalant medications prescribed to treat respiratory conditions and (2) medication administered with a cartridge injector for students with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

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

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

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

Coaches and athletic trainers are required to fulfill the documentation requirements as outlined in the administrative regulations accompanying this policy. Errors in the administration of medication shall be addressed as specified in Section 10-212a-6 of the Regulations of Connecticut State Agencies, and detailed in the administrative regulation pertaining to this policy. If the school nurse is not available, a report may be submitted by the coach or licensed athletic trainer to the school nurse on the next school day.

Students

Administering Medication (continued)

(cf. 4112.5/4212.5 – Security Check/Fingerprinting)

(cf. 5141 – Student Health Services)

(cf. 5141.23 – Students with Special Health Care Needs)

Legal Reference: Connecticut General Statutes
 10-206 Health Assessment
 10-212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. Criminal history; records check.
 10-212a Administration of medications in schools. (as amended by PA 99-2, and June Special Session and PA 03-211, PA 04-181, PA 07-241, PA 07-252 and PA 09-155)
 19a-900 Use of cartridge injector by staff member of before- or after-school program, day camp or day care facility.
 21a-240 Definitions
 29-17a Criminal history checks. Procedure. Fees.
 52-557b Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render. (as amended by PA 05-144, An Act Concerning the Emergency Use of Cartridge Injectors)
 Connecticut Regulations of State Agencies 10-212a-1 through 10-212a-10, inclusive
 Code of Federal Regulations: Title 21 Part 1307.2
 20-12d Medical functions performed by physician assistants. Prescription authority.
 20-94a Licensure as advanced practice registered nurse.
 PA 07-241 An Act Concerning Minor Changes to the Education Statutes
 29-17a Criminal history checks. Procedure. Fees.

Policy adopted:

rev. 11/01

rev. 6/03

rev. 8/03

rev. 6/04

rev. 7/05

rev. 7/07

rev. 7/09

rev. 8/09

rev. 4/

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Fax (860) 684-9848

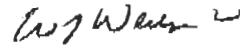
June 7, 2011

Re: Policy on administering medication

To Whom It May Concern:

I have reviewed the policy on administering medication and it is approved as written.

Sincerely,



William J. Waldman, M.D.

To: Dr. Suffredini
From: Nancy Barry, Betsy Walsh
Date: 6/21/2011
Re: MBA Handbook Changes for 2011-2012

There are two changes for the parent/student handbook:

1. **Immunizations and Physical Exams** (pg. 11)

This information came from Carol Meagher, MBA Nurse. Policy mandated by current state health regulations.

In accordance with Connecticut General Statutes Section (C. G. S. Sec 10-204a and 10-206c) and the Somers Board of Education policy, **to enter grade 7 all students are required to:**

- Have a completed physical exam

Show proof of the following:

- Tdap booster
- Meningococcal Vaccine
- Second measles containing vaccine
- Hepatitis B series
- Second varicella vaccine (chicken pox) or proof of disease

2. **Personal Electronic Devices/Cellphones** (pg. 17)

BOE Policy 5131.81 states that, all cell phones and/or electronic devices not used for instructional purposes must be turned off during class time. The policy also allows for building administration to limit the use of cell phones in the building as deemed appropriate. The Somers Public Schools recognizes the instructional value of personal computing devices such as laptops, cell phones, smartphones, iPod touch, iPads, netbooks, etc., and as such we encourage students to bring their personal computing devices to school to use for **sanctioned educational purposes**. Please be advised that the Somers Public Schools cannot be responsible for loss or damage to personal computing devices while they are on school property and that the use of personal computing devices is governed by BOE policy 5131.81. Accordingly, the following regulations apply at the Mabelle B. Avery Middle School:

- Cell phones, pagers and beepers shall be **turned off during school hours** and at any school sponsored events where there is a reasonable expectation of quiet attentiveness or where use of the device would cause any disruption unless there is a bona fide health or safety emergency or sanctioned educational purpose.
- Students found using any electronic communication device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists.
- “Walkie Talkies” or portable games or toys that transmit a communication signal shall not be allowed in the schools in any circumstances unless specific permission has been granted by the building principal or the superintendent.
- Electronic devices used without authorization will be confiscated by faculty members and given to the principal or assistant principal for return at a later time. Repeat offenders will have the device returned only to their parents or guardians and other consequences may apply.

If parents or guardians need to communicate a message to students during the school day, they may do so by contacting the school main office at 749-2270 ex. 2601.

To: Dr. Maynard M. Suffredini, Jr.

From: Ralph Riola, Principal
Somers Elementary School

Re: Student Handbook Revisions

Date: June 20, 2011

Aside from typos, address changes, etc., the following text is the only substantive change for the SES Handbook:

The Somers Public Schools recognizes the instructional value of personal computing devices such as laptops, cell phones, smartphones, iPod touch, iPads, netbooks, etc., and as such we encourage students to bring their personal computing devices to school to use for sanctioned educational purposes. Please be advised that the Somers Public Schools cannot be responsible for loss or damage to personal computing devices while they are on school property and that the use of personal computing devices is governed by BOE policy 5131.81.



From the desk of:
Rob Kapner
Assistant Principal, Somers High School
Phone: 860.749.2270 x4103
Email: robert.kapner@somers.k12.ct.us

MEMORANDUM

To: Dr. Suffredini
From: Rob Kapner
Date: 6/21/11
Re: Handbook Changes for 2011-2012

We have one significant handbook change and that is in the area of cell phones. We will allow cell phone/smart phone/iPod, etc... use in school as follows:

1. Teacher-sanctioned use only during class and study halls
2. Students will be allowed to use them in the hallways during passing time.
3. Students will be allowed to use them in the cafeteria during lunch.

We will roll this out to the students on a trial basis, explaining that we are trying to teach responsible use. The effects of these new rules will be closely monitored to make sure the positives outweigh the negatives.

This is not a change in policy and still falls within the wording of the administrative regulation, although the wording of the regulation could be changed slightly to make it read a little more clearly.

Textbook Proposal Form

Use this form to propose the purchase of new textbooks for a new course, grade, or multiple grades.

Date: 6/8/11

Person(s) submitting: Andrew Drummey

Content Area: Social Studies Grade(s) 11 Course: AP US History

Recommended Purchase:

Title or Name of Resource: Magruder's American Government

Type of Resource: textbook ISBN# 0-13-373603-2

Copyright: 2010 Vendor: Pearson

Address:

Pearson,
K12 Customer Service,
P.O. Box 2500
Lebanon, IN 46052

1. Does the text address the content of the curriculum at the appropriate grade level?

Yes No

What areas of the curriculum are not adequately addressed by this text?

None

2. Does the text promote the use of differentiated instruction and other research based instructional strategies?

Yes No

Provide at least three examples from the proposed text.

- 1) Online audio recordings
- 2) Summary charts or "quick study guides"
- 3) Online tools

3. Are there assessments provided that can be used for formative, summative and/or performance based evaluation?

Yes No

Provide at least three examples from the proposed text.

- 1) Expository writing prompts
- 2) Online tools

4. Do the assessments provided with the text align to the CAPT/CMT where appropriate?

Yes No

If no, please explain what supplemental materials will be necessary.

NA

5. Does the textbook have any technology components?

Yes No

Please provide some examples.

The entire book is online, with tools for both the students and teachers to use to improve learning.

6. Is the textbook culturally responsive? (Does it include people or information from a diversity of populations? Is it written in a way that it will be accessible to people from a variety of backgrounds?)

Yes No

Please provide some examples.

Examples in the text include people from a variety of ethnic backgrounds and economic areas, especially in relation to urban/rural government.

7. What is the readability level/DRP of the text and what was used to assess its readability?

Grade 10.5-11.5

Will the text be used for teacher directed instruction or for independent student study?

Teacher directed instruction

Is the readability appropriate for its intended use?

Yes

No

Attach a standard budget sheet to detail the purchase costs.

Magruder's American Government ©2010

For on-level learners

Trusted and authoritative, Magruder's American Government ©2010 sets the new standard through an engaging narrative, updated reading support, integrated Essential Questions, and cutting edge technology.

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- Essential Questions- Instruction and assessment are organized around an Essential Question that explores the big ideas of American Government.
- American Government Online Student Center- Rich digital learning support includes two online Student Editions, Government on the Go Audio and Video resources, interactive assessment, and more!
-

Student Edition with Online Student Center,

6-year access price: \$85.47 x 150 copies = \$12,820.50

6-year access price

isbn 10: 0133736032

isbn13: 9780133736038

Essential Questions Journal price: \$13.47 x 4 copies = \$ 53.88

isbn10: 0133656748

isbn13: 9780133656749

Teacher's Edition price: \$101.97 x 4 copies = \$ 407.88

isbn10: 0133731731

isbn13: 9780133731736

Online Teacher Center, 1-year access

with Teacher Online Access Pack price: \$185.47 x 1 copy = \$ 185.47

isbn10: 0133738426

isbn13: 9780133738421

Essential Questions Journal, Answer Key price: \$5.47 x 4 copies = \$ 21.88

Answer Key price

isbn10: 0133656721

isbn13: 9780133656725

ExamView® Computer Test Bank

on CD-ROM price: \$133.97 x 1 copy = \$ 133.97

isbn10: 0133656594

isbn13: 9780133656596

TOTAL

\$ 13,623.58

Custodial Staff

	Building Sq Footage		Custodial Staff FTE		Sq Footage per FTE	
	Pre	Post	2007-8	2010-11	2007-8	2010-11
SES	95,000	102,800	4.5	4	21,111	25,700
MBA	88,000	96,000	4	4	22,000	24,000
SHS	105,000	119,500	4.5	4	23,333	29,875
Total	288,000	318,300	13	12	22,154	26,525

Maintenance/Groundskeeping Staff

2008-9	2010-11
3	2

Building Maintenance Budgets

	99-00	00-01	01-02	03-04	04-05	05-06	06-07	08-09	09-10	10-11
SES	7,520	7,760	8,000	8,000	8,000	8,000	8,300	13,000	13,000	13,000
MBA	8,930	9,000	9,000	9,000	9,000	9,000	9,000	8,700	8,700	8,700
SHS	8,420	8,000	8,000	13,000	14,000	14,000	14,800	19,400	19,400	19,400

FACILITIES STATUS REPORT

6/27/11

CIP

There were no facility projects funded through CIP in 2010-11. The Board of Education received funding for leases totaling \$11,700 and \$80,000 in funding for technology.

Vision Boulevard

The Town Traffic Commission designated Vision Boulevard as a public road. During the Summer of 2010 the Town of Somers Department of Public Works Department took a variety of actions to increase safety on Vision Boulevard including the removal of speed bumps and replacing them with speed humps, posting speed limits, installing directional signs, etc. A significant improvement in traffic flow at MBA resulted from these actions.

OCR Review

Somers High School is participating in an Office of Civil Rights review which includes a facility review. It is expected that OCR will conduct an on-site visit this July which may result in facility recommendations.

Solar Panel Project

In January the Town began working with DBS Energy regarding solar panel projects. In the Spring notification was received that a grant had been awarded for the projects including Somers Elementary School. Initial work on the project, which includes installation of a roof membrane in the areas of the panels, is scheduled to begin in early July.

Roof Assessments

To ensure the integrity of the roofs, assessments are conducted on an ongoing basis. Areas of concern are addressed immediately. As noted in the long range plan, roofs at all buildings need to be considered for replacement in the near future.

Emergency Management Planning

Working with the Town Emergency Management Committee, a review of the facilities is being conducted to identify needs to support emergency management operations such as providing shelter. There may be opportunities to address needs through various state and federal grants.

Somers Elementary School

Four projects of note took place at the elementary school. Carpet in the media center and adjacent rooms was replaced. Approximately 10 ceiling mounted projectors were installed thanks largely to an SEF grant. Exterior building columns and fascia were rehabbed. One of the septic system pumps was replaced. It is expected that carpet in one room will be replaced before year end.

Mabelle B. Avery School

Following a lighting audit by ConServ, gymnasium and parking lot lights were upgraded as a cost saving measure.

Somers High School

Four projects of note were completed at the high school. Most significantly, the dust collector in the tech ed shop was replaced. This was funded through a previous CIP request. Sound field systems were installed in eight classrooms. Approximately 15 ceiling mounted projectors were installed. Similar to the middle school, gymnasium and parking lot lights were upgraded.

Roofs and Winter Weather

The high school was the only building to experience any significant damage as a result of the winter weather. Working with our insurer, CIRMA, carpet has been replaced, roof units have been retrofitted and other repairs have been made as a result of the damage sustained. The elementary and middle schools did not incur any significant damage. The efforts of the custodial and maintenance staff should be recognized as they responded to the district's needs this past winter.

A number of "routine" facility needs were addressed throughout the year, as happens year in and year out. As a point of reference, please see the attached spreadsheet summarizing custodial and maintenance staffing as well as building based maintenance budgets.

We would be remiss if we did not acknowledge the continued excellent work of the custodial and maintenance staff who keep the facility in fantastic shape.

SOMERS BOARD OF EDUCATION

1 Vision Boulevard

Somers, CT 06071

www.somers.k12.ct.us

MINUTES OF THE MEETING – June 27, 2011

Members Present: D. Palmer, J. Formeister, R. Lees, B. Devlin, T. Potrikus (left at 7:18 p.m. to attend Board of Finance meeting), A. Kirkpatrick, M. Marquardt (arrived at 7:03 p.m.), S. Bollinger

Members Absent: J. Taylor

Administrators Present: M. Suffredini, K. Pezza, P. Collin, S. Muirhead, R. Riola, G. Cotzin

Staff Present: J. MacFeat

Citizens Present: M. Splain

Students Present:

Others: Leah Cook (New BOE Recording Secretary)

1.0 CALL TO ORDER

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

2.0 PLEDGE OF ALLEGIANCE

3.0 APPROVAL OF MINUTES – June 13, 2011

June 13, 2011 Regular Meeting – It was MOVED (B. Devlin) SECONDED (T. Potrikus) to approve the June 13, 2011 Board of Education regular meeting minutes as presented. PASSED 8-0

4.0 AUDIENCE TO CITIZENS/STAFF/STUDENTS

4.1 Dr. Collin reported that she and Sherry Yarrows sent out letters to the following businesses: Room to Grow Child Care, Johnson Memorial Hospital, Gold's Gym, McDonald's Restaurant, Geissler's Super Market, Somers Senior Center, Somers Ace Hardware, Somers Pharmacy and the Plaza Restaurant, thanking them for supporting the students in the first year of the transition program.

5.0 CORRESPONDENCE

5.1 Donation from the SHS Drama Club

The SHS Drama Club would like to donate a shed to Somers High School for storage of the Club's physical assets. The shed selected by the Club is a pre-built unit that is manufactured by Kloter Farms. The cost of \$16,750 includes the building, professional site preparation, delivery and erection of the unit. Funding for this project came from monies saved by the Club from box office receipts and other efforts over the last two years. The necessary building permit was approved and issued from the Town of Somers.

It was MOVED (B. Devlin) SECONDED (T. Potrikus) to accept the shed donation from the SHS Drama Club. PASSED 8-0

A thank you note will be sent to the Drama Club for this generous donation to Somers High School.

5.2 Chairman Palmer reported receipt of a thank you note from Dr. Collin.

6.0 OPPORTUNITY TO ADD/DELETE AGENDA ITEMS

7.0 CONSENT AGENDA

7.1 Approval of Bills 6/27/11 – (\$114,133.32)

It was MOVED (B. Devlin) SECONDED (M. Marquardt) to approve the 6/27/11 Bills in the amount of \$114,133.32 as presented. PASSED 8-0

8.0 NEW BUSINESS

8.1 Second Warning/Adoption of DBS Code 5141.25: Accommodating Students with Special Dietary Needs

It was MOVED (T. Potrikus) SECONDED (B. Devlin) to adopt DBS Code 5141.25: Accommodating Students with Special Dietary Needs as presented. PASSED 7-1 (J. Formeister opposed)

8.2 Second Warning/Adoption of DBS Code 5141.21: Administering Medication

It was MOVED (A. Kirkpatrick) SECONDED (B. Devlin) to adopt DBS Code 5141.21: Administering Medication as presented. PASSED 7-1 (J. Formeister opposed)

8.3 Approval of Student Handbook Revisions

The Somers Public Schools building administrators presented the revisions to their 2010-2011 Student Handbooks.

The revisions deal primarily with the use of personal electronic devices –such as cell phones, smart phones, iPod touches – and their usage within the schools. S. Muirhead, R. Riola, and G.Cotzin stated that they recognize the instructional value of personal electronic devices and their use for educational purposes during the school day. Each school has adjusted the language in their handbooks regarding the use of personal electronic devices.

Other revisions to the student handbooks deal with changes in the Connecticut General Statutes regarding immunizations and physical examinations. The high school will be revising their substance abuse policy pertaining to athletics and extracurricular activities and the consequences for violations to this policy.

It was MOVED (B. Devlin) SECONDED (J. Formeister) to approve the revisions to the Somers High School, Mabelle B. Avery Middle School and Somers Elementary School Handbooks as presented and that all handbooks reflect all immunization and physical requirements mandated by Connecticut General Statutes. PASSED 7-0

8.4 Second Warning/Adoption of Grade 11 US History Textbook *Magruder's American Government*

It was MOVED (J. Formeister) SECONDED (B. Devlin) to approve the purchase of Grade 11 US History Textbook *Magruder's American Government* as presented. PASSED 7-0

9.0 OLD BUSINESS

10.0 ADMINISTRATIVE REPORTS

10.1 Facilities Status Report

J. MacFeat presented a facilities status report for 2010-2011. There were no facility projects funded through CIP in 2010-11. The Board of Education did receive funding for leases totaling \$11,700 and \$80,000 in funding for technology from the town.

The Town Traffic Commission designated Vision Boulevard as a public road and during the summer of 2010, the Town of Somers Dept. of Public Works took a variety of actions to increase safety entering and leaving the campus.

Somers High School is participating in an Office of Civil Rights (OCR) review that includes a facility review. It is expected that OCR will conduct an on-site visit in July. Teacher desks may be an issue because their size and dimensions do not accommodate handicap accessibility.

In January of 2011, the Town began working with DBS Energy regarding Solar Panel projects that included installation of solar panels on the roof of Somers Elementary School. The Board of Finance approved this project and the solar panels will be installed on the roof of Somers Elementary School during the summer.

Within SES, four projects took place. Carpet in the media center and adjacent rooms were replaced, 10 ceiling mounted projectors were installed (thanks to an SEF grant), exterior building columns and fascia were rehabbed, and one of the septic systems were replaced. It is expected that carpet in one room will be replaced before year-end.

Within MBA, a lighting audit was done by ConServ. Gymnasium and parking lot lights were upgraded as a cost-saving measure.

Four projects were also completed at SHS. Most significantly, the dust collector in the tech ed shop was replaced. This was funded through a previous CIP request. Sound field systems were installed in eight classrooms, and 15 ceiling mounted projectors were installed again thanks to an SEF grant. The gymnasium and parking lot lights were also upgraded at SHS.

Somers High School was the only building to experience any significant damage as a result of the winter weather. Working with our insurance carrier, CIRMA, carpet was replaced, roof units were retrofitted and other repairs were made as a result of damage sustained. The efforts of the custodial and maintenance staff were recognized as they responded swiftly to the district's needs this past winter.

J. Formeister reported that there is money earmarked to repair the Somers Elementary School roofs; however, CIP money has not been released yet as all projects are on hold. This project is on the district's Long-Range Plan.

10.2 Superintendent's Report

- Dr. Suffredini proposed to the Board that the Long-Range Plan Committee schedule regular meetings starting in September. Dr. Suffredini suggested that the committee schedule their meetings to coincide with the Board's regular meetings. The committee could meet prior to the BOE meeting.

11.0 COMMITTEE REPORTS

Minutes will be taken at all subcommittee meetings.

11.1 Budget – No Report

11.2 Curriculum – No Report

11.3 Policy

The Policy Committee met earlier this evening and will meet again on August 15th at 6:00 p.m.

11.4 Salary & Negotiations

The Salary & Negotiations Committee met earlier this evening with the custodial union. The committee has also met with the nurse's union.

11.5 Planning Committee – No Report

11.6 Other Committees

11.6.1 Technology Ad Hoc Committee – No report

12.0 OTHER

12.1 Chairman Palmer, A. Kirkpatrick and J. Formeister attended Ms. Barry's retirement party. Chairman Palmer presented Ms. Barry with a plaque from the Board of Education recognizing Ms. Barry's years of service to the district.

12.2 A. Kirkpatrick attended Betsy Kenneson's retirement party and presented her with a plaque from the Board of Education recognizing Mrs. Kenneson's years of service to the district.

12.3 An Open House for Dr. Collin was attended by A. Kirkpatrick and J. Formeister. A. Kirkpatrick presented a plaque to Dr. Collin from the Board of Education in recognition of Dr. Collin's years of service to the district.

12.4 The Board's retreat will be held on July 20th. The main agenda item will be the district's Long-Range-Plan. Copies of the LRP will be sent to the Board members. Other topics that the Board would like added to the agenda should be emailed to Chairman Palmer.

12.5 The Board of Education presented Joan Jaquith with flowers and thanked her for serving as the Board's Recording Secretary.

13.0 EXECUTIVE SESSION – Superintendent's Evaluation and Salary & Negotiations

It was MOVED (R. Lees) SECONDED (B. Devlin) to move into Executive Session for the purpose of the Superintendent's Evaluation/Salary & Negotiations at 8:00 p.m. PASSED 7-0

The Board came out of Executive Session at 9:19 p.m.

It was MOVED (B. Devlin) SECONDED (M. Marquardt) to adjust the Superintendents contract with the following:

- add 1 year to the contract extending it to June 30, 2014
- adjust base salary upwards by \$4,500.00
- add \$1,000.00 to annual TSA contribution

PASSED 7-0

14.0 ADJOURNMENT

It was MOVED (B. Devlin) SECONDED (S. Bollinger) to adjourn the regular meeting of the Board of Education at 9:21 p.m. PASSED 7-0

Respectfully submitted,

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

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