

BOE Meeting Template
Monday, February 10, 2014 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
6. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS
7. CONSENT AGENDA
 1. Approval of Bills 5
 2. Retirement Letter - Rae Teed 11
Rae Teed, SES Reading Intervention Teacher, has submitted her retirement notification effective at the conclusion of the 2013-2014 school year. Rae has been employed by the district for 26 years.
 3. Maternity Leave for Kristin Baber 12
8. NEW BUSINESS
 1. First Warning of DBS Code 5118 - Nonresident Attendance 13
The Policy Committee has reviewed recommendations by CAFE for policy revisions and is presenting the revised policy for first warning to the Board. Second warning/adoption will be included on the 2/24/14 agenda.
 2. Bid for Architect for SPS Roof Project
Approval to go out to bid for an architect for district roof projects.
9. OLD BUSINESS
 1. Second Warning/Adoption of DBS Code 4112.6/4212.6 Certificated/Non-Certificated 16
 2. Second Warning/Adoption of DBS Code 6146 - Graduation Requirements/Standards of Proficiency 18
 3. Educational Specifications Information for Roof Project 20
Approval of the specifications is required by the BOE in order to submit an application for the Roof Project. The BOE will also decide whether a committee for this project should be developed.
10. ADMINISTRATIVE REPORTS
11. COMMITTEE REPORTS
 1. Budget
 2. Curriculum
 3. Policy
 4. Salary & Negotiations
 5. Planning
 6. Other Committees
12. OTHER
13. ADJOURNMENT

SOMERS BOARD OF EDUCATION

1 Vision Boulevard

Somers, CT 06071

www.somers.k12.ct.us

MINUTES OF THE MEETING – January 27, 2014

Members Present: B. Devlin, M. Marquardt, R. Lees, Jr., M. Rockett, S. Moynihan
Bollinger, A. Kirkpatrick, J. Formeister, K. McLellan
Members Absent: D. Palmer was attending a BOF meeting
Administrators Present: M. Suffredini was attending a BOF meeting and arrived at 7:40 p.m.,
B. Boutwell, K. Pezza, D. Messina, R. Wilson
Staff Present: S. Burns
Citizens Present: R. Schmidt, B. Capuano
Students Present:
Others:

1.0 CALL TO ORDER

The regular meeting of the Board of Education was called to order at 7:02 p.m. by Vice Chairman Devlin in the Mabelle B. Avery Middle School Board of Education meeting room.

2.0 PLEDGE OF ALLEGIANCE

3.0 APPROVAL OF MINUTES

January 13, 2014—It was **MOVED** (B. Devlin), **SECONDED** (R. Lees) to approve the January 13, 2014 Board of Education meeting minutes as presented. Motion made to amend minutes to the Executive Session and delete J. MacFeat who was absent from the session. It was **MOVED** (B. Devlin), **SECONDED** (A. Kirkpatrick). **PASSED 8-0.**

4.0 AUDIENCE TO CITIZENS/STAFF/STUDENTS

5.0 CORRESPONDENCE

6.0 OPPORTUNITY TO ADD/DELETE AGENDA ITEMS

7.0 CONSENT AGENDA

7.1. Approval of Bills

It was **MOVED** (B. Devlin), **SECONDED** (R. Lees), **PASSED 8-0.**

7.2. Maternity Leave for Jennifer Ohlund

It was **MOVED** (B. Devlin), **SECONDED** (R. Lees) to approve maternity leave for J. Ohlund through the end of the school year beginning on April 11, 2014 and returning for the 2014-2015 school year. Long-term substitute to be discussed with M. Suffredini. **PASSED 8-0.**

7.3. Maternity Leave for Katie Buell

It was **MOVED** (B. Devlin), **SECONDED** (R. Lees) to approve maternity leave for K. Buell beginning on or around May 28, 2014 and returning for the 2014-2015 school year. **PASSED 8-0.**

7.4. Maternity Leave for Melissa Shannon

It was **MOVED (B. Devlin), SECONDED (R. Lees)** to approve maternity leave for M. Shannon to begin on or around June 9, 2014 and returning to work for the 2014-2015 school year. **PASSED 8-0.**

8.0 NEW BUSINESS

8.1. Donation from Somers Community Health and Wellness Association

The Board of Education discussed sending a letter of acceptance and thanking the Somers Community Health and Wellness Association for the donation of \$3,375. It was **MOVED (S. Bollinger), SECONDED (R. Lees), PASSED 8-0.**

8.2. First Warning of DBS Code 4112.6/4212.6-Certificated/Non-Certificated

Rationale: The Policy Committee has reviewed recommendations by CABE for policy revisions and is presenting the revised policy for first warning to the board. Second warning/adoption will be included on the 2/10/14 agenda.

8.3. First Warning of DBS Code 6146 – Graduation Requirements/Standards of Proficiency

Rationale: The Policy Committee has reviewed recommendations by CABE for policy revisions and is presenting the revised policy for first warning to the Board. Second warning/adoption will be included on the 2/10/14 agenda.

8.4. Educational Specs Information for Roof Project

B. Boutwell presented an overview of the Educational Specifications drafted for the roof project for SES, SHS, and two maintenance buildings. The Board of Education was appointed to approve the Educational Specifications for the project. A formal vote by the Board of Education will be required in order to submit this application. This vote will be scheduled at the February 10, 2014 Board of Education meeting. The Board of Education will also decide whether or not to begin a committee for this project.

9.0 OLD BUSINESS

9.1. 2014-2015 Budget

Motion was made to approve the 2014-2015 Budget. It was **MOVED (J. Formeister), SECONDED (S. Bollinger), PASSED 8-0.** The budget is based upon needs with the number one priority being technology for students and teachers.

10.0 ADMINISTRATIVE REPORTS

10.1. Lease Agreement for Apple iPads

Mr. Rob Wilson, Director of Technology and Information Services, gave an overview of the lease program with Apple. 860 more iPads are to be leased for a four-year period. It will be easier to cycle out older iPads. The iPads will not only be distributed to students but to the teachers as well. It was **MOVED (R. Lees), SECONDED (M. Marquardt), PASSED 8-0.**

11.0 COMMITTEE REPORTS

Minutes will be taken at all subcommittee meetings.

11.1. Budget

11.2. Curriculum

11.3. Policy – A meeting will be held on February 10, 2014 with more policies.

11.4. Salary & Negotiations – Investment Committee is to meet. Communication was received from the State to open negotiations for Custodian and Nurses Unions to begin at the end of February or the beginning of March. Regarding the teachers’ contracts, the communication/education program regarding the health plan is starting.

11.5. Planning Committee

11.6. Other Committees

12.0 OTHER

J. Formeister will email a letter regarding the Legislative Breakfast to be held in two weeks.

13.0 ADJOURNMENT

It was MOVED (S. Bollinger), SECONDED (R. Lees) to adjourn at 8:14 p.m. PASSED 8-0.

Respectfully submitted,

Rick Lees, Jr., Secretary

Shannin Burns, Recording Secretary

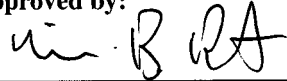
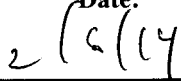
These minutes are not official until approved at a subsequent meeting.

Somers Board of Education General Budget Treasury Warrant

Report # 27131

Check Batch: 9679
 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: 

 William B. Boutwell, Director of Business Services

9679	7915	02/10/2014	V60932	Advantage Press	0.00	187.25
	7916	02/10/2014	V52670	Amazon	0.00	94.85
	7917	02/10/2014	V60064	Angeloni Refrigeration, Inc.	0.00	247.18
	7918	02/10/2014	V60041	Anthem BCBS	0.00	198,876.97
	7919	02/10/2014	V60040	Anthem Life Insurance Company	0.00	2,181.91
	7920	02/10/2014	V02141	Apple Inc.	0.00	1,388.00
	7921	02/10/2014	V00555	AT&T	0.00	38.23
	7922	02/10/2014	V54164	Auto Tek LLC	0.00	29.99
	7923	02/10/2014	V00884	Avery Septic Service	0.00	200.00
	7924	02/10/2014	V60123	B&H Photo	0.00	149.95
	7925	02/10/2014	V51683	Barnes & Noble, Inc	0.00	559.00
	7926	02/10/2014	V52478	Bart Truck Equipment LLC.	0.00	684.57
	7927	02/10/2014	V02406	Billings Sports, Inc.	0.00	570.25
	7928	02/10/2014	V60178	Building Specialties	0.00	403.20
	7929	02/10/2014	V01247	Bureau of Education & Research, Inc.	0.00	229.00
	7930	02/10/2014	V60574	CLG Electric LLC	0.00	1,690.00
	7931	02/10/2014	V60740	Connecticut Piano Company, The	0.00	300.00
	7932	02/10/2014	V60205	CPI Qualified Plan Consultants, Inc.	0.00	24.00
	7933	02/10/2014	E00078	Croteau, Katherine	0.00	229.00
	7934	02/10/2014	V54321	Custom Printing & Copy, Inc.	0.00	83.86

Somers Board of Education General Budget Treasury Warrant

Report # 27131

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	7935	02/10/2014	R00139	Desso, Ashlee	0.00	25.00
	7936	02/10/2014	V60089	Dime Oil Company LLC	0.00	44,561.91
	7937	02/10/2014	E00099	Dzicek, Marc	0.00	47.46
	7938	02/10/2014	V00605	Electrical Wholesalers	0.00	76.83
	7939	02/10/2014	V60181	Ellington HS Activity Fund	0.00	4,400.00
	7940	02/10/2014	V54168	First Student, Inc	0.00	5,405.00
	7942	02/10/2014	V00511	Grainger	0.00	408.84
	7943	02/10/2014	V53439	Group Dynamic	0.00	66.60
	7944	02/10/2014	V21177	Home Depot CRC	0.00	24.97
	7945	02/10/2014	V54063	HSABank	0.00	5.00
	7946	02/10/2014	V60923	Hugh's Mechanical Equipment, LLC	0.00	720.00
	7947	02/10/2014	E00689	Hull, Bryan	0.00	114.65
	7948	02/10/2014	V00999	J.W. Pepper & Son, Inc.	0.00	5.85
	7949	02/10/2014	V02093	JCN Services	0.00	1,352.00
	7950	02/10/2014	V01827	Kamco Supply Corp.	0.00	778.28
	7951	02/10/2014	E00163	Kapner, Rob	0.00	22.60
	7952	02/10/2014	V00665	Kelly-Fradet Lumber	0.00	308.60
	7953	02/10/2014	V60930	Mangrum-Strichart Learning Resources	0.00	108.90
	7954	02/10/2014	E00287	McNamee, Sarah	0.00	113.00
	7955	02/10/2014	V54159	Vernon Printing Co, Inc.	0.00	64.00
	7956	02/10/2014	V60936	NE Time Solutions	0.00	83.00
	7957	02/10/2014	V21006	New England Maintenance Depot	0.00	579.67
	7958	02/10/2014	V60864	Pullman & Comley, LLC	0.00	8,800.00
	7959	02/10/2014	E00297	Sawtelle, Holly	0.00	95.00
	7960	02/10/2014	V01292	School Specialty, Inc.	0.00	275.38
	7961	02/10/2014	V01150	Shiffler Equipment Sales, Inc.	0.00	296.40
	7962	02/10/2014	V60940	Sid Harvey Industries, Inc	0.00	83.66
	7963	02/10/2014	V60926	Skill Path Seminars	0.00	33.93
	7964	02/10/2014	V60031	SNE Building Systems	0.00	630.00
	7965	02/10/2014	V00886	Somers Lunch Program	0.00	4.65
	7966	02/10/2014	V00548	Somers Sanitation Service, Inc.	0.00	1,189.70
	7967	02/10/2014	V01591	Town of Somers	0.00	23,596.96
	7968	02/10/2014	E00322	Suffredini, Dr. Maynard	0.00	68.94
	7969	02/10/2014	V60394	SWAN Associates Inc	0.00	337.86
	7970	02/10/2014	V54065	Thomas R Mehl	0.00	280.00
	7971	02/10/2014	V01000	Town of Somers BOE	0.00	15,000.00
	7972	02/10/2014	V60356	TPC Associates, Inc	0.00	226.00

Somers Board of Education General Budget Treasury Warrant

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	7973	02/10/2014	V53945	Transcanda Power Marketing LTD	0.00	8,536.33
	7974	02/10/2014	M53099	Tull Brothers, Inc.	0.00	145.00
	7975	02/10/2014	V00766	Valley Communications Systems, Inc.	0.00	42.36
	7976	02/10/2014	V54059	Verizon Wireless	0.00	483.23
	7977	02/10/2014	V53413	W. B. Mason Co., Inc.	0.00	459.00
	7978	02/10/2014	M02418	Willco Sales and Service, Inc.	0.00	2,120.00
	7979	02/10/2014	V60875	Zones Inc	0.00	665.88
Totals:					0.00	\$330,809.65

64 Checks Listed.

Somers Board of Education General Journal Register

Report # 27130
Batch: 9643
Transaction: N/A
Show Summary Only: Yes

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
9643	\$330,809.65	Posted	Ibergamini	02/03/2014	Ibergamini	02/06/2014

General Ledger Distribution Summary						
Period, Fiscal Year	Account Number	Account Description	DTF Base	Over Budget	Debits	Credits
February, 2014						
Generated Distributions						
	10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			325,329.33	0.00
	10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	325,329.33
		Total Generated Distributions			\$325,329.33	\$325,329.33
User-Entered Distributions						
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			37.17	0.00
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	330,846.82
	10-100-2-2-14-241-611-01-5-00155	K-5 - GENERAL SUPPLIES			62.88	0.00
	10-100-2-2-20-242-611-01-5-00169	K-5 - MUSIC SUPPLIES			5.85	0.00
	10-100-2-3-12-242-611-01-5-00182	MA - TECHNOLOGY ED SUPPLIES			114.65	0.00
	10-100-2-3-14-241-611-01-5-00157	MA - GENERAL SUPPLIES			80.71	0.00
	10-100-2-3-16-242-611-01-5-00184	MA - LANGUAGE ARTS SUPPLIES			559.00	0.00
	10-100-2-4-14-241-611-01-5-00159	HS - GENERAL SUPPLIES			241.56	0.00
	10-100-8-3-66-910-730-01-5-00818	MA - CAPITAL OUTLAY			78.29	0.00
	10-100-8-4-66-910-730-01-5-00965	HS - TECH ED CAPITAL OUTLAY			1,690.00	0.00
	10-212-2-3-46-242-611-02-5-00224	MA - GUIDANCE INSTRUCT. SUPPLY			108.90	0.00
	10-221-1-3-50-251-580-05-5-00264	MA - PRINCIPAL'S TRAVEL		Yes	22.60	0.00
	10-221-1-4-50-251-580-05-5-00267	HS - TRAVEL/IN-SERVICE			160.46	0.00
	10-221-2-5-50-214-111-05-5-00659	SW - PROF DEVELOPMENT/CEU			95.00	0.00
	10-221-2-5-50-251-322-01-5-00300	CURRICULUM DEVELOPMENT			458.00	0.00
	10-231-1-5-74-134-330-10-5-00045	B.O.E. - OTHER PROF. SERVICES		Yes	8,824.00	0.00
	10-231-1-5-74-134-690-10-5-00047	B.O.E. - SUPPLIES			4.65	0.00
	10-232-1-5-72-251-580-05-5-00271	CO - TRAVEL/IN-SERVICE			102.87	0.00
	10-240-1-2-40-258-690-04-5-00301	K-5 - OFFICE SUPPLIES			0.00	35.72
	10-240-1-4-40-258-690-04-5-00304	HS - OFFICE SUPPLIES			143.87	0.00
	10-259-1-2-40-123-590-04-5-00015	K-5 - FORMS & PRINTING			83.86	0.00
	10-259-1-5-72-123-590-04-5-00019	CO - FORMS & PRINTING			64.00	0.00
	10-260-5-2-62-722-430-08-5-01141	K-5 BUILDING REPAIRS		Yes	3,288.81	0.00
	10-260-5-2-62-722-430-08-5-01141	K-5 BUILDING REPAIRS		Yes	0.00	1.45
	10-260-5-2-64-642-530-04-5-00363	K-5 - TELEPHONE		Yes	162.40	0.00
	10-260-5-3-10-722-430-01-5-00385	MA - HOME EC MAINTENANCE			100.00	0.00

Somers Board of Education General Journal Register

Report # 27130

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
9643	\$330,809.65	Posted	Ibergamini	02/03/2014	Ibergamini	02/06/2014
		MA - MUSIC MAINTENANCE			300.00	0.00
		MA - TELEPHONE		Yes	106.45	0.00
		MA - OFFICE EQUIP. MAINTENANCE			100.00	0.00
		MA - EQUIPMENT MAINTENANCE			100.00	0.00
		HS - TELEPHONE			102.19	0.00
		CO - TELEPHONE			150.42	0.00
		SW - A.V. MAINTENANCE			149.95	0.00
		SW - CUSTODIAL SUPPLIES			1,266.00	0.00
		SW - COMPUTER MAINTENANCE			2,053.88	0.00
		MA - BUILDING MAINTENANCE		Yes	693.52	0.00
		MA - SEPTIC TANK		Yes	200.00	0.00
		HS - BUILDING MAINTENANCE			2,788.94	0.00
		SW - EQUIPMENT REPAIR			714.56	0.00
		SW - GROUNDS KEEP		Yes	579.67	0.00
		SW - RUBBISH REMOVAL			1,189.70	0.00
		SW - TOOL SUPPLY		Yes	101.80	0.00
		SW - GENERAL REPAIR		Yes	384.20	0.00
		K-5 - FUEL #2			14,219.99	0.00
		HS - FUEL #2			30,341.92	0.00
		K-5 - ELECTRICITY			3,057.83	0.00
		HS - ELECTRICITY			5,478.50	0.00
		ADDITIONAL TRANSPORTATION		Yes	25.00	0.00
		BUS FUEL			22,018.52	0.00
		HS - ATHLETIC TRIPS			5,405.00	0.00
		SW - GASOLINE SCHOOL VEHICLES			1,578.44	0.00
		SW - FLEXIBLE SPENDING ACCT			66.60	0.00
		DENTAL			15,000.00	0.00
		LIFE AND AD&D INSURANCE			2,181.91	0.00
		SW - HEALTH MAINTENANCE ORG.			50,189.69	0.00
		SW - PREFERRED PROVIDER ORG.			146,348.14	0.00
		SW - HEALTH SAVINGS ACCOUNT		Yes	2,344.14	0.00
		MA - ATHLETIC SUPPLIES			187.25	0.00
		HS - CO-OP GYMNASTICS			4,400.00	0.00
		HS - ATHLETIC SUPPLIES			570.25	0.00
Total User-Entered Distributions					\$330,883.99	\$330,883.99
Total for February, 2014					\$656,213.32	\$656,213.32

Somers Board of Education General Journal Register

Report # 27130

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
9643	\$330,809.65	Posted	lbergamini	02/03/2014	lbergamini	02/06/2014
Grand Total for Batch # 9643					<u>\$656,213.32</u>	<u>\$656,213.32</u>

202 Transactions Listed.

January 28, 2014

Dear Dr. Suffredini,

It has been my pleasure and privilege to serve as a teacher of English, a curriculum specialist teacher, and a reading intervention teacher for the past twenty-six years for the Somers Public Schools. Not every educator has the unique opportunity to teach with a creative, diverse, and dedicated staff in every school in the district: the former Somersville School, the Kibbe Fuller School, both the former and current Somers High Schools, the Mabelle B. Avery School, and most recently as a reading specialist at Somers Elementary School.

Teaching reading has been a wonderful way to touch children's lives by enabling them to be successful and confident readers as they graduate and seek collegiate studies or new careers. It has been fulfilling to work in this community of learners and teachers with our conscientious tutors and support staff who serve our children with alacrity.

I am writing to express my intent to retire at the close of the 2014 school year.

My husband will retire this spring; it will be so enjoyable to spend more time with my family, my elderly parents, and to do volunteer work with my church and sing with choral groups.

I will be in touch for necessary paperwork over the next few months. Thank you for keeping this information confidential until the required official February 1, 2014 deadline. Naturally, I have discussed my plans with Mrs. Jennifer Oliver.

Best wishes to the Somers Public Schools; may our children always be safe, successful, and proud of their education as they venture out into the world.

Sincerely,



Rae Crandell Teed



Thursday, January 30, 2014

Dear Dr. Suffredini,

I am writing this letter to request maternity leave beginning on Monday June 2, 2014, or earlier if medically necessary. I am hopeful, however, that I will be able to stay in school until my due date of June 1st. I will be returning full time at the start of the 2014-2015 school year.

Thank you,
Kristin Baber



Somers Elementary School
4th grade teacher



STUDENTS:

Nonresident Attendance:

Nonresident students may attend the Somers Public Schools based upon the following criteria set forth in this policy:

1. Attendance Criteria:

- a) When required by State law.
- b) When the nonresident student is part of a specialized program (e.g. Project Choice). The specialized program must be approved by the Somers Board of Education.
- c) Individual requests recommended by the Superintendent and approved by the Somers Board of Education. Such individual requests may include a waiver, pro-ration, or reduction of tuition.
- d) When documentation is provided to the Superintendent that the student will become a resident of Somers within the school year. Parents of the student must produce verifiable documents that they have purchased a current residence or will have completed construction of a new residence within the school year. The Superintendent may waive or pro-rate any applicable tuition costs dependent on individual circumstances.
- e) When the student attends school as part of a recognized foreign exchange program.
- f) When the nonresident student is a child of a Somers Board of Education employee the child may be enrolled subject to the following:
 - (i) There is classroom space and facilities available. This shall be in effect only at the time of the student's potential enrollment.
 - (ii) A tuition fee assessed at 50% of the rate as determined by Section 2 of this policy for all employees hired after March 1, 2001.

(NOTE: All nonresident students of Somers Board of Education employees currently enrolled in the district as of October 1, 2000 will remain at 25% of the rate as determined by Section 2 of this policy.)

(NOTE: All current employees of the Somers Board of Education hired before March 1, 2001 shall be eligible to enroll students at 40% of the rate as determined by Section 2 of this policy.)

- (iii) The reduced tuition rate is predicated on continuous, unbroken enrollment in the Somers Public Schools. Students forfeit their eligibility and will be subject to possible rate adjustment as determined by this policy if they leave the district and then wish to re-enroll. Recognized foreign exchange programs or extended illnesses are not subject to this forfeiture.

2. Tuition Rate

The stipulated tuition rate will be based on the most current expenditure data as reported for Somers in the *Strategic School Profile*. The following expenditure categories will be used in the calculation of the tuition: regular instruction; pupil support services; administration; fiscal and other support services; and operation/maintenance of plant. ~~Kindergarten tuition shall be 50% of stipulated rate, with all other levels being 100% of the stipulated rate, except as specified in paragraph "f" of section one.~~

- 3. Nonresident students attending Somers Public Schools will be governed by the same student discipline and behavior policies applicable to resident students.
- 4. Any nonresident student accepted into the Somers Public Schools who requires special education services, or who after admission is considered to be a candidate for special education services, shall not be referred to a Somers planning and placement team, but shall be referred to the planning and placement team in the community where the student would otherwise be attending school for all special education decisions. The Somers Board of Education will not be responsible for any special education costs of nonresident students unless required by law.
- 5. Any nonresident student enrolled in the Somers Public Schools, pursuant to this policy, may be entitled to transportation services within the Town of Somers. Upon acceptance for attendance, the parents or guardians should specify whether they will transport the child to and from school or whether they will transport the child to and from a mutually acceptable bus stop in Somers. The Board reserves the right to determine what constitutes an acceptable bus stop.

Legal Reference: Connecticut General Statutes
4-176e through 4-185 Uniform Administrative Procedure Act.
10-186 Duties of local and regional Boards of education re school attendance. Hearings. Appeals to state Board. Establishment of hearing board.
10-253 School privileges for students in certain placements and temporary shelters.

Adopted: March 10, 1986
Revised: May 9, 1994
May 8, 1995
June 14, 1999
Reviewed: May 10, 2000
Revised: October 10, 2000
February 26, 2001
July 9, 2009

PERSONNEL - CERTIFICATED/NON-CERTIFICATED:

Personnel Records:

A personnel folder on every individual employed by the Somers Public Schools shall be kept in the Office of the Superintendent of Schools. It shall contain information regarding training and experience, transcripts, completed applications, contracts, non-confidential materials and other information pertinent to the employee and the position he/she holds in the school system.

A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration as specified by state and federal laws.

The Superintendent, on behalf of the Board, shall notify an employee and a collective bargaining representative, if any, in writing when a request is made for disclosure of the employee's personnel, medical or similar files, if the Superintendent reasonably believes disclosure would invade the employee's privacy.

The records will be disclosed unless written objection is received from the teacher or employee's collective bargaining representative, within seven business days from the receipt by employee or collective bargaining representative.

Records maintained or kept on file by the State Department of Education or the Board of Education that are records of a teacher's performance and evaluation shall not be released without the written consent of the teacher.

Records maintained or kept on file by the State Department of Education or the Board, ~~which~~ are records of a teacher's personal misconduct shall be deemed to be public records, and subject to disclosure under the Freedom of Information Act. Disclosure of such records of a teacher's personal misconduct shall not require the consent of the teacher.

All written materials shall be made available for inspection by the employee and a collective bargaining representative, if any, involved at an off-duty time in the presence of an administrator. Upon request, a professional employee will be provided a copy of supervisory records and reports maintained in said employee's personal file as a guide to evaluation of performance.

In accordance with federal law, the District shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents/guardians upon request for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school.

Files containing medical information regarding an employee will be kept separate from other personnel files.

Legal Reference: Connecticut General Statutes
1-213 Agency administration. Disclosure of personnel, birth and tax records.
1-214 Objection to disclosure of personnel or medical files.
1-215 Record of arrest as public record.
1-206 Denial of access to public records or meetings.
10-151a Access of teacher to supervisory records and reports in personnel file.
10-151c Records of teacher performance and evaluation not public records (as amended by PA 02-138 and PA 13-122).
PL 107-110, No Child Left Behind Act, Sec. 1119.
The Americans with Disabilities Act

Adopted: February 9, 1981
Revised: February 24, 2003

INSTRUCTION:

Graduation Requirements/Standards of Proficiency:

The Administration shall submit to the Board of Education through the Superintendent their detailed requirements and standards of proficiency. The faculty will apply both objective and subjective measures of achievement to provide evidence that each student has progressed far enough toward school goals to warrant graduation. Such requirements and standards shall be approved by the Board of Education.

Graduation requirements shall be established by the Board of Education. Any change of the requirements shall be submitted to the Board of Education by the Superintendent or his designee for approval.

Graduation may involve awarding to students a Somers High School Diploma or a Certificate of Completion of a Program of Special Studies. The Board of Education shall award a high school diploma to any World War II veteran or veteran of the Korean hostilities requesting such diploma who left high school for military service as defined in the statutes.

Graduation shall not be held until 180 days (minimum 900 hours) of actual school work are completed. (CGS 10-16).

Cross Reference: Policy # 5127

Legal Reference: Connecticut General Statutes

10-14n Statewide mastery examination. Conditions for reexamination. Limitation on use of test results.

10-16(l) Graduation exercises. (As amended by PA 96-108, An Act Concerning Student Use of Telecommunication Devices and the Establishment of Graduation Dates)

10-221a High school graduation requirements. (As amended by P.A. 00-124, An Act Concerning High School Diplomas and Veterans of World War II, P.A. 00-156, An Act Requiring A Civics Course for High School Graduation, and P.A. 08-138, An Act Concerning High School Credit for Private World Language Courses and Other Subject Areas, P.A. 10-111, An Act Concerning Education Reform in Connecticut and P.A. 11-17, An Act Concerning High School Diplomas to Korean Veterans.

10-233(a) Promotion and graduation policies. (as amended by PA
01-166)

Adopted: September 28, 1981
Revised: June 26, 1989
May 28, 2002
March 5, 2007
July 9, 2009
January 23, 2012

**Educational Specifications
Somers Elementary School
Roof Replacement**

1. **PROJECT RATIONALE**

Somers Elementary School (originally Somers High School) was constructed in 1957. A number of expansions have occurred since that time. In 1992 a building project took place converting the high school to the elementary school, and in 1995 the building was reopened as Somers Elementary School. This project proposes replacement of sizeable and contiguous sections of the roof but does not represent a complete roof replacement. Portions of the roof excluded from the project include a 2005 addition as well as EPDM sections of the roof which were recoated in 2011. Areas included in the project have experienced leaking requiring patches and repairs. Funds are being invested on an annual basis to perform maintenance and repairs on the roof.

2. **LONG-RANGE PLAN**

The Somers Board of Education Strategic Plan includes three goals. The third goal is "maintain school facilities and grounds to provide a safe, healthy environment conducive to learning." Replacement of the Somers Elementary School roof is consistent with this goal. The district will continue to implement a roof maintenance plan with regularly scheduled inspections. The district plans to continue to utilize Somers Elementary School in its current capacity into the foreseeable future. Somers has a documented history of providing high quality educational facilities as evidenced by the building and remodeling efforts that have taken place in the early 1990s and mid 2000s.

3. **THE PROJECT**

The project includes replacing approximately 14,100 sf of built-up roof for sections dating to 1977 and 1988, and approximately 31,700 sf of EPDM roof from 1995. Minor shingle replacement of approximately 1,500 is also included. Excluded from the project are approximately 9,200 sf of EPDM roof constructed in 2005 and approximately 45,500 sf of EPDM roof recoated in 2011.

Somers proposes the following components of its roof replacement project:

- Test for/identify any existing hazardous roofing and flashing materials
- Temporarily move (and later return) rooftop equipment
- Remove all roofing materials down to the deck and dispose of hazardous materials in appropriate manner
- Inspect roof deck and replace problem areas as appropriate
- Install new roofing system as determined by the building committee in consultation with the architect
- Clean all roof drains/gutters and replace as needed

**Educational Specifications
Somers Elementary School
Roof Replacement**

Current space: Somers Elementary School includes academic, instructional and support space for general classrooms pre-kindergarten through grade 5 (including full-day kindergarten), library/media center, computer labs, gymnasium, music and art rooms, special education classrooms and resource rooms, special subject areas, cafeteria, nurses office, conference rooms, school administration offices, custodial services, storage, boiler room and auditorium.

Construction: Construction will not impact these areas or any instructional spaces. There will be some minor ceiling tile replacements for stained/damaged tiles which were affected by the roof leaks.

Final Space: Final space would be stated as above in current space.

FF&E: None.

4. BUILDING SYSTEMS

Security: Not Applicable.
Public Address: Not applicable.
Technology: Not applicable.
Phone System: Not applicable.
Clocks: Not applicable.

5. INTERIOR BUILDING ENVIRONMENT

Acoustics: Ceilings: If ceiling tiles are damaged due to water leaks they will be replaced as part of the project.
Lighting: Not Applicable.
HVAC: Roof-top units will be temporarily moved and then returned to original location.
Plumbing: Not applicable
Windows/Doors: Not applicable

6. SITE DEVELOPMENT

Site Acquisition: Not applicable.
Parking: Not applicable.
Drives: Not applicable.
Walkways: Not applicable.
Outdoor Athletic Facilities: Not applicable.
Landscaping: Not applicable.

**Educational Specifications
Somers Elementary School
Roof Replacement**

Site Improvements: Not applicable.

7. CONSTRUCTION BONUS REQUESTS

Somers Elementary School participates in the special program listed below eligible for a school construction bonus.

CHOICE:	C.G.S. 10-285a(g), as amended
Full-day Kindergarten:	C.G.S. 10-285a(h)—Not applicable
School Readiness:	C.G.S. 10-285a(e)--Not applicable.
Lighthouse Schools:	C.G.S. 10-285a(f)--Not applicable.
Reduced Class Size:	C.G.S. 10-285a(h)--Not applicable.
Regional Vo-Ag Center:	C.G.S. 10-65--Not applicable.
Interdistrict Magnet School:	C.G.S. 10-264h--Not applicable.
Interdistrict Cooperative School:	C.G.S. 10-158a--Not applicable.
Regional Special Education Center:	C.G.S. 10-76e--Not applicable.

8. COMMUNITY USES

Somers Elementary School is designed to facilitate activities during the school hours as well as after school hours, and throughout the calendar year.

- The PTO uses use the media center, gym, foyer, cafeteria, auditorium and other large areas for activities such as book fairs, class events and fundraisers
- The Town of Somers Recreation Department uses the gymnasium for town-sponsored clubs and activities throughout the year including summer recreation programs.
- Scout programs and meetings are held throughout the year
- Special education programs for identified students are held during the summer break
- A summer enrichment programs are held
- Town-wide community and committee meetings take place throughout the year
- Athletic practices are held in the gymnasium.
- Community productions take place in the auditorium.

**Educational Specifications
Somers High School
Roof Replacement**

1. **PROJECT RATIONALE**

Somers High School was opened as a newly constructed facility in 1993. This project proposes replacement of sizeable and contiguous sections of the roof but does not represent a complete roof replacement. Portions of the roof excluded from the project include a 2005 addition as well as shingled sections of the roof which were replaced in 2011. Areas included in the project have experienced leaking requiring patches and repairs. Funds are being invested on an annual basis to perform maintenance and repairs on the roof.

2. **LONG-RANGE PLAN**

The Somers Board of Education Strategic Plan includes three goals. The third goal is “maintain school facilities and grounds to provide a safe, healthy environment conducive to learning.” Replacement of the Somers High School roof is consistent with this goal. The district will continue to implement a roof maintenance plan with regularly scheduled inspections. The district plans to continue to utilize Somers High School in its current capacity into the foreseeable future. Somers has a documented history of providing high quality educational facilities as evidenced by the building and remodeling efforts that have taken place in the early 1990s and mid 2000s.

3. **THE PROJECT**

The project includes replacing approximately 32,000 sf of EPDM ballasted roof and approximately 31,800 sf of shingle roof from the original construction. Excluded from the project are approximately 12,300 sf of shingle roof constructed in 2005 and approximately 10,200 sf of shingle roof replaced in 2011.

Somers proposes the following components of its roof replacement project:

- Test for/identify any existing hazardous roofing and flashing materials
- Temporarily move (and later return) rooftop equipment
- Remove all roofing materials down to the deck and dispose of hazardous materials in appropriate manner
- Inspect roof deck and replace problem areas as appropriate
- Install new roofing system as determined by the building committee in consultation with the architect
- Clean all roof drains/gutters and replace as needed

Current space: Somers High School School includes academic, instructional and support space for general classrooms grades 9 through 12, library/media center, computer labs, gymnasium, music and art rooms, special education classrooms and resource rooms, special subject areas, cafeteria, nurses office,

**Educational Specifications
Somers High School
Roof Replacement**

conference rooms, school administration offices, custodial services, storage, boiler room and auditorium.

Construction: Construction will not impact these areas or any instructional spaces. There will be some minor ceiling tile replacements for stained/damaged tiles which were affected by the roof leaks.

Final Space: Final space would be stated as above in current space.

FF&E: None.

4. **BUILDING SYSTEMS**

Security: Not applicable.

Public Address: Not applicable.

Technology: Not applicable.

Phone System: Not applicable.

Clocks: Not applicable.

5. **INTERIOR BUILDING ENVIRONMENT**

Acoustics: Ceilings: If ceiling tiles are damaged due to water leaks they will be replaced as part of the project.

Lighting: Not Applicable.

HVAC: Roof-top units will be temporarily moved and then returned to original location.

Plumbing: Not applicable

Windows/Doors: Not applicable

6. **SITE DEVELOPMENT**

Site Acquisition: Not applicable.

Parking: Not applicable.

Drives: Not applicable.

Walkways: Not applicable.

Outdoor Athletic Facilities: Not applicable.

Landscaping: Not applicable.

Site Improvements: Not applicable.

7. **CONSTRUCTION BONUS REQUESTS**

Somers High School participates in the special program listed below eligible for a school
Roof Replacement: Page 2

**Educational Specifications
Somers High School
Roof Replacement**

construction bonus.

CHOICE: C.G.S. 10-285a(g), as amended

Full-day Kindergarten: C.G.S. 10-285a(h)—Not applicable.

School Readiness: C.G.S. 10-285a(e)--Not applicable.

Lighthouse Schools: C.G.S. 10-285a(f)--Not applicable.

Reduced Class Size: C.G.S. 10-285a(h)--Not applicable.

Regional Vo-Ag Center: C.G.S. 10-65--Not applicable.

Interdistrict Magnet School: C.G.S. 10-264h--Not applicable.

Interdistrict Cooperative School: C.G.S. 10-158a--Not applicable.

Regional Special Education Center: C.G.S. 10-76e--Not applicable.

8. **COMMUNITY USES**

Somers High School is designed to facilitate activities during the school hours as well as after school hours, and throughout the calendar year.

- The PTSA uses use the media center, gym, foyer, cafeteria, auditorium and other large areas for activities such special events, meetings and fundraisers
- Booster clubs supporting high school programs utilize the building
- The Town of Somers Recreation Department uses the gymnasium for town-sponsored clubs and activities throughout the year including summer recreation programs.
- Special education programs for identified students are held during the summer break
- Summer enrichment programs are held
- Town-wide community and committee meetings take place throughout the year
- Athletic practices are held in the gymnasium.
- Community productions take place in the auditorium.
- Local youth dance companies utilize the auditorium, gymnasium and cafeteria for recitals.

**Educational Specifications
Somers Maintenance Department
Roof Replacement**

1. PROJECT RATIONALE

Somers Maintenance Department buildings were constructed in 1981 and 1992. One building houses the office for the Supervisor of Buildings & Grounds and provides vehicle, equipment and materials storage and parking. The second building provides for vehicle, equipment and materials storage and parking. This project proposes complete replacement of both roofs. Areas included in the project have experienced leaking requiring patches and repairs. Funds are being invested on an annual basis to perform maintenance and repairs on the roof.

2. LONG-RANGE PLAN

The Somers Board of Education Strategic Plan includes three goals. The third goal is "maintain school facilities and grounds to provide a safe, healthy environment conducive to learning." Replacement of the two maintenance department building roofs is consistent with this goal. The district will continue to implement a roof maintenance plan with regularly scheduled inspections. The district plans to continue to utilize the two maintenance department buildings in their current capacity into the foreseeable future. Somers has a documented history of providing high quality educational facilities as evidenced by the building and remodeling efforts that have taken place in the early 1990s and mid 2000s.

3. THE PROJECT

The project includes replacing approximately 4,600 sf of shingle roof, in total, for the two buildings.

Somers proposes the following components of its roof replacement project:

- Test for/identify any existing hazardous roofing and flashing materials
- Remove all roofing materials down to the deck and dispose of hazardous materials in appropriate manner
- Inspect roof deck and replace problem areas as appropriate
- Install new shingled roofs
- Clean all roof drains/gutters and replace as needed

Current space: Both maintenance department buildings include vehicle, equipment and materials storage and parking. One of the buildings also houses the office of the Supervisor of Buildings & Grounds as well as a break room and bathroom and shower.

Construction: Construction will not impact these areas.

**Educational Specifications
Somers Maintenance Department
Roof Replacement**

Final Space: Final space would be stated as above in current space.

FF&E: None.

4. BUILDING SYSTEMS

Security: Not applicable.

Public Address: Not applicable.

Technology: Not applicable.

Phone System: Not applicable.

Clocks: Not applicable.

5. INTERIOR BUILDING ENVIRONMENT

Acoustics: Ceilings: If ceiling tiles are damaged due to water leaks they will be replaced as part of the project.

Lighting: Not Applicable.

HVAC: Not applicable.

Plumbing: Not applicable

Windows/Doors: Not applicable

6. SITE DEVELOPMENT

Site Acquisition: Not applicable.

Parking: Not applicable.

Drives: Not applicable.

Walkways: Not applicable.

Outdoor Athletic Facilities: Not applicable.

Landscaping: Not applicable.

Site Improvements: Not applicable.

7. CONSTRUCTION BONUS REQUESTS

Maintenance department buildings do not participate in any of the special programs listed below eligible for a school construction bonus.

CHOICE: C.G.S. 10-285a(g), as amended—Not applicable

Full-day Kindergarten: C.G.S. 10-285a(h)—Not applicable.

School Readiness: C.G.S. 10-285a(e)--Not applicable.

Lighthouse Schools: C.G.S. 10-285a(f)--Not applicable.

**Educational Specifications
Somers Maintenance Department
Roof Replacement**

Reduced Class Size:	C.G.S. 10-285a(h)--Not applicable.
Regional Vo-Ag Center:	C.G.S. 10-65--Not applicable.
Interdistrict Magnet School:	C.G.S. 10-264h--Not applicable.
Interdistrict Cooperative School:	C.G.S. 10-158a--Not applicable.
Regional Special Education Center:	C.G.S. 10-76e--Not applicable.

8. COMMUNITY USES

Maintenance buildings provide support for campus-wide activities during school hours as well as after school hours, and throughout the calendar year by maintaining buildings and athletic fields. Buildings and fields are used for school and community based activities.