

## BOE Meeting Template

Monday, September 22, 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 6
  1. Building Goals Presentation 6

There will be a PowerPoint report on building goals. Building administrators will be available to answer any questions board members may have.
5. CORRESPONDENCE
6. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS
7. CONSENT AGENDA 34
  1. Approval of Bills
8. NEW BUSINESS 40
  1. 2014-2015 Budget Approval 40

Final revisions have been made to the 2014-2015 budget and it is included for board perusal.
  2. First Warning of DBS Code 5141.21 - Administering Medication 55

The Policy Committee has reviewed recommendations by CABE for policy revisions and is presenting the revised policy for the first warning to the Board. Second warning/adoption will be included on the October 14, 2014 agenda.
9. OLD BUSINESS 60
  1. Second Warning/Adoption of DBS Code: 5114 - Suspension and Expulsion/Due Process 60

The Policy Committee has reviewed this policy and has first and second warned it as recommended by CABE.
  2. Second Warning/Adoption of DBS Code 5141.3 - Health Examination and Immunizations 61

The Policy Committee has reviewed this policy and has first and second warned it as recommended by CABE.
  3. Second Warning/Adoption of DBS Code: 5131.911 - Bullying 63

The Policy Committee has reviewed this policy and has first and second warned it as recommended by CABE.
  4. Second Warning/Adoption of DBS Code: 6111 - School Calendar 75

The Policy Committee has reviewed this policy and has first and second warned it as recommended by CABE.
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](http://www.somers.k12.ct.us)

### **MINUTES OF THE MEETING – September 8, 2014**

**Members Present:** B. Devlin, D. Palmer, R. Lees, Jr., S. Moynihan Bollinger, J. Formeister, A. Kirkpatrick, M. Marquardt (left meeting at 7:47 p.m.), K. McLellan, M. Rockett (left meeting at 7:12 p.m.)

**Members Absent:**

**Administrators Present:** Dr. M. Suffredini, B. Boutwell, K. Pezza, Dr. D. Messina

**Staff Present:** J. Oliver, R. Rossetti, M. Mucci

**Citizens Present:**

**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 Dr. Suffredini, Superintendent of Schools, in the Mabelle B. Avery Middle School Board of Education meeting room prior to the BOE election of officers.

#### **2.0 PLEDGE OF ALLEGIANCE**

#### **3.0 ELECTION OF OFFICERS**

Dr. Suffredini opened the floor for nominations for the positions of Chairman, Vice Chairman, and Secretary of the Board of Education. It was MOVED (D. Palmer), SECONDED (M. Marquardt) to elect B. Devlin as Chairman of the Board of Education. PASSED 9-0. It was MOVED (B. Devlin), SECONDED (R. Lees) to elect D. Palmer as Vice Chairman of the Board of Education. PASSED 9-0. It was MOVED (D. Palmer), SECONDED (M. Marquardt) to elect R. Lees as Secretary of the Board of Education. PASSED 9-0.

#### **4.0 APPROVAL OF MINUTES**

August 25, 2014 – It was MOVED (J. Formeister), SECONDED (M. Marquardt) to approve the August 25, 2014 Board of Education meeting minutes as presented. PASSED 9-0.

#### **5.0 AUDIENCE TO CITIZENS/STAFF/STUDENTS**

#### **6.0 CORRESPONDENCE**

D. Palmer received a letter that he passed around to the Board members. A copy was provided to Dr. Suffredini.

#### **7.0 OPPORTUNITY TO ADD/DELETE AGENDA ITEMS**

It was MOVED (D. Palmer), SECONDED (J. Formeister) to add item 9.6: Designation of a Temporary, Three-Member Subcommittee of the Board as recommended by Dr. Suffredini. PASSED 9-0.

## **8.0 CONSENT AGENDA**

### **8.1. Approval of Bills**

It was **MOVED (J. Formeister)**, **SECONDED (A. Kirkpatrick)** to approve the 9/8/14 bills in the amount of \$373,088.11 as presented. **PASSED 9-0.**

## **9.0 NEW BUSINESS**

### **9.1. Letter of Resignation – C. Buttafuoco**

It was **MOVED (D. Palmer)**, **SECONDED (M. Rockett)** to accept, with regret, the resignation of Carol Ann Buttafuoco, Intervention Tutor at Somers High School, effective September 3, 2014. **PASSED 9-0.**

### **9.2. First Warning of DBS Code 5114 – Suspension and Expulsion/Due Process**

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 9/22/14 BOE meeting agenda.

### **9.3. First Warning of DBS Code 5141.3 – Health Examination and Immunizations**

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 9/22/14 BOE meeting agenda.

### **9.4. First Warning of DBS Code 5131.911 – Bullying**

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 9/22/14 BOE meeting agenda.

### **9.5. First Warning of DBS Code 6111 – School Calendar**

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 9/22/14 BOE meeting agenda.

### **9.6. Designation of a Temporary, Three-Member Subcommittee of the Board**

It was **MOVED (D. Palmer)**, **SECONDED (M. Marquardt)** to designate a temporary, three-member subcommittee of the Board to conduct a student accommodation hearing pursuant to Connecticut General Statutes 10-186. **PASSED 9-0.**

## **10.0 OLD BUSINESS**

### **10.1. BOE Agenda Reporting Schedule 2014-2015**

It was **MOVED (J. Formeister)**, **SECONDED (M. Marquardt)** to approve the Board of Education Agenda Reporting Schedule for the 2014-2015 year as presented. **PASSED 9-0.** The amended building goals were included in the motion. Dr. Suffredini reported that Board members may amend the sequence of the schedule.

## **11.0 ADMINISTRATIVE REPORTS**

### **11.1. Summer School Update**

**Dr. D. Messina, Director of Pupil Services, J. Oliver, SES principal, and M. Mucci, SES Special Education Teacher, reported the following:**

- **The SLAM (Supporting Language Arts and Math) summer program was implemented for the second year offering enrichment for general education students for tuition and students who are entitled in their IEP.**
- **At SES, SLAM flyers are given to teachers to distribute to parents of students who may be struggling with reading and/or math and may participate by paying tuition.**
- **Summer school success kits were utilized in reading and math providing a weekly summer theme with positive feedback reported from teachers and students.**
- **Teachers were provided with information on each student to enable them to better understand each student's strengths and weaknesses.**
- **A handout was given to Board members providing comparative data between the 2013 and 2014 summer school program.**

**Dr. D. Messina reported that MBA and SHS tutoring services were offered in Language Arts and/or Math as a result of IEP needs as part of the ESY program. There was relatively the same number of students participating in the 2013 and 2014 tutoring services.**

**Mr. R. Rossetti, SHS Math Teacher, facilitated the SHS summer program and reported the following:**

- **SHS utilized the online Odysseyware program for summer school that resulted in positive feedback from students and parents.**
- **The Odysseyware program enables students to take a specific course they need at their own pace and focuses on the students' weaknesses in that course.**
- **16 courses were offered in the 2014 summer program.**
- **The program is used in the Alternative Education Program.**

### **11.2. Capital Projects Update**

**Mr. Bill Boutwell, Director of Business Services, presented the Capital Projects Update to the Board. A handout was given to the Board members. Mr. B. Boutwell reported that CIP met last spring and that the complete roof replacement at SES will be financed over 20 years at \$20,000/year.**

### **11.3. Professional Development Evaluation Committee Update**

**Kathleen Pezza, Director of Curriculum, updated the Board on the PDEC and distributed a handout listing the August Professional Development days involving the educator evaluation system, technology, and policies. Part A of the Educator Evaluation Data Collection of 2013-2014 was submitted on June 29th and Part B will be submitted prior to September 15th.**

**12.0 COMMITTEE REPORTS**

Minutes will be taken at all subcommittee meetings.

**12.1. Budget – No report.**

**12.2. Curriculum – No report.**

**12.3. Policy – A. Kirkpatrick reported that a meeting was held on 9/8/14. The committee is waiting for the next packet in November.**

**12.4. Salary & Negotiations – Chairman Devlin reported that the Administrators' negotiation dates are coming soon.**

**12.5. Planning – J. Formeister and D. Palmer reported that the committee will establish a date for a report at an upcoming Board meeting.**

**12.6. Other Committees – None.**

**13.0 OTHER**

**14.0 ADJOURNMENT**

**It was MOVED (S. Bollinger), SECONDED (K. McLellan) to adjourn the BOE meeting at 8:02 p.m. PASSED 7-0.**

**Respectfully submitted,**

**Rick Lees, Jr., Secretary  
Shannin Burns, Recording Secretary**

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



Somers Public Schools  
Building and  
Departmental Goals

2014-2015



# Somers Elementary School

# Literacy

- o The percentage of students on or above grade level in reading will maintain or increase while students below grade level will increase by more than one year's growth.
  - o By May 1, 2015, students in grades K – 5 will reach or exceed the Fountas and Pinnell end-of-year grade level reading expectation.
  - o By May 1, 2015, students in K – 2 will reach or exceed the DIBELS end-of-year grade level reading benchmark.
  - o By May 1, 2015, students in grades 3 – 5 will meet or exceed the end of year grade level expectation on the DAZE fluency test.

# Math

- o The percentage of students on or above grade level in math will maintain or increase while students below grade level will increase by more than one year's growth.
  - o **IAGD** – By May 1, 2015, Kindergarten and Grade 1 students will reach or exceed the Test Of Early Numeracy end-of-year level benchmark.
  - o **IAGD** – By May 1, 2015, Grade 2-5 students will reach or exceed the end of year M-Comp benchmark.

# Reading Intervention

- o The percentage of students in reading intervention will maintain or increase while students below grade level will increase by more than one year's growth.
- o **IAGD** – By May 1, 2015, Grades K - 5 students will reach or exceed the Fountas and Pinnell end-of-year level benchmark.
- o **IAGD** – By May 1, 2015, Grade K-5 students will reach or exceed the DIBELS end of year benchmark.



Mabelle Avery Middle  
School

# Reading

- o **SLO 1: Students will improve their Common Core reading skills by at least a year's growth as measured by the STAR Reading Assessment Instrument.**
  - o IAGD – By June 1, 2015, the average scaled score of sixth grade students will increase by at least 75 points as measured by the STAR Reading assessment instrument.
  - o IAGD – By June 1, 2015, the average scaled score of seventh grade students will increase by at least 115 points as measured by the STAR Reading assessment instrument.
  - o IAGD – By June 1, 2015, the average scaled score of the eighth grade students will increase by at least 70 points as measured by the STAR Reading assessment instrument.

# Writing

- o **SLO 2: Students will improve their writing skills as measured by CCSS Writing Rubrics.**
  - o IAGD – By June 1, 2015, sixth grade students will increase their class average by 15% as measured by benchmark writing assessments.
  - o IAGD – By June 1, 2015, seventh grade students will increase their class average by 15% as measured by benchmark writing assessments.
  - o IAGD – By June 1, 2015, eighth grade students will increase their class average by 15% as measured by benchmark writing assessments.

# Mathematics

- o **SLO 3: Students will improve their Common Core math skills by at least a year's growth as measured by the STAR Mathematics Assessment Instrument.**
  - o IAGD – By June 1, 2015, the average scaled score of sixth grade students will increase by at least 44 points as measured by the STAR Math assessment instrument.
  - o IAGD – By June 1, 2015, the average scaled score of seventh grade students will increase by at least 32 points as measured by the STAR Math assessment instrument.
  - o IAGD – By June 1, 2015, the average scaled score of eighth grade students will increase by at least 29 points as measured by the STAR Math assessment instrument.



Somers High School

# Literacy

- o Students will improve their literacy skills across grade levels and content specific areas by an average of 20%.
  - o **English** students will improve by 20% overall on critical reading benchmarks by June 1<sup>st</sup>, 2015.
  - o **Social Studies** students will improve by 20% overall on Social Studies department literacy benchmarks by June 1<sup>st</sup>, 2015.
  - o **Science** students will improve by 20% overall on Science department literacy benchmarks by June 1<sup>st</sup>, 2015.
  - o **World Language** students will improve by 20% overall on World Language department literacy benchmarks by June 1<sup>st</sup>, 2015.
  - o **Business** students will improve by 20% overall on Business department literacy benchmarks by June 1<sup>st</sup>, 2015.
  - o **Food Service** students will improve by 20% overall on Food Service department literacy benchmarks by June 1<sup>st</sup>, 2015

# Math

- Students will improve their math skills across grade levels and content areas by an average of 20%.
  - **Algebra I** students will improve by 20% overall on the math department's Algebra I benchmark assessment by June 1st, 2015.
  - **Algebra II** students will improve by 20% the math department's Algebra II benchmark assessment by June 1st, 2015.
  - **Geometry** students will improve by 20% the math department's Geometry benchmark assessment by June 1st, 2015.
  - **Science** students will improve by 20% overall on Science department math benchmarks by June 1<sup>st</sup>, 2015.

# Graduation

- o Students will complete a sufficient number of credits each year to graduate within a four year time period.
  - o 95% of Freshmen will earn 5 credits by June 10, 2015.
  - o 97% of Sophomores will earn 10 credits by June 10, 2015.
  - o 98% of Juniors will earn 15 credits by June 10, 2015.
  - o 99% of Seniors will earn 22 credits by June 10, 2015.



Technology

# Goals

- o Monitor, guide, and adjust as needed the iPad distribution program which has introduced a 1:1 iPad program throughout the district
- o Ensure all technology is reliable and meets the needs of the modern day educational environment

# Rationale

Somers Public Schools is dedicated to continually using technology to improve each student's experience. The district recognizes that 1-to-1 device-to-student programs are going to be a necessity as we prepare students for a future where technology will be involved in every aspect of their lives.

# Indicators of Success

- o Positive response from teachers, students, and parents
- o Positive contribution to the learning process
- o Increased collaboration between teachers
- o Increased level of comfort with technology for teachers and students



# Pupil Services

# Student Growth

- o **Students on IEPs will demonstrate that they have made/maintained an average of at least one year's growth in academic achievement**
  - o 85% of SES students on IEPs, due for their triennial reevaluation in 2014-2015, will demonstrate that they have made/maintained an average of at least one year's growth in academic achievement annually as measured by the Weschler Individual Achievement Test (reading, math, written expression).

# Student Growth

- 85% of MBA students on IEPs, due for their triennial reevaluation in 2014-2015, will demonstrate that they have made/maintained an average of at least one year's growth in academic achievement annually as measured by the Weschler Individual Achievement Test (reading, math, written expression).
- 85% of SHS students on IEPs, due for their triennial reevaluation in 2014-2015, will demonstrate that they have made/maintained an average of at least one year's growth in academic achievement annually as measured by the Weschler Individual Achievement Test (reading, math, written expression).

# Speech and Language

- o **Students on IEPs for a speech and / or language delay will demonstrate that they have made/maintained an average of at least one year's growth in speech and language development.**
- o 85% of SES students on IEPs, for a speech and / or language delay, and are due for their triennial reevaluation in 2014-2015, will demonstrate that they have made/maintained an average of at least one year's growth in speech and language development annually as measured by the Clinical Evaluation of Language Fundamentals (CELF) or other standardized language evaluation.

# Speech and Language

- o 85% of MBA students on IEPs, for a speech and / or language delay, and are due for their triennial reevaluation in 2014-2015, will demonstrate that they have made/maintained an average of at least one year's growth in academic achievement annually as measured by the in speech and language development annually as measured by the Clinical Evaluation of Language Fundamentals (CELF) or other standardized language evaluation.
- o 85% of SHS students on IEPs, for a speech and / or language delay, and are due for their triennial reevaluation in 2014-2015, will demonstrate that they have made/maintained an average of at least one year's growth in academic achievement annually as measured by in speech and language development annually as measured by the Clinical Evaluation of Language Fundamentals (CELF) or other standardized language evaluation.

# Professional Development

- o **Pupil services professional staff will increase access and utilization of professional development webinars/ video available through Bloomboard.**
- o SES Pupil services professional staff will increase access and utilization of professional development webinars/ video aligned to improve areas of practice, and directly support student achievement and / or remove the barriers that interfere with student achievement and performance, available through Bloomboard by 50%.

# Professional Development

- o MBA Pupil services professional staff will increase access and utilization of professional development webinars/ video aligned to improve areas of practice, and directly support student achievement and / or remove the barriers that interfere with student achievement and performance, available through Bloomboard by 50%.
- o SHS Pupil services professional staff will increase access and utilization of professional development webinars/ video aligned to improve areas of practice, and directly support student achievement and / or remove the barriers that interfere with student achievement and performance, available through Bloomboard by 50%.



# Curriculum

# Instruction

- o Teachers will increase their understanding of the Smarter Balanced Digital Library and the resources it provides to support instruction of the Common Core.
  - o By June 1, 2015, 100% of the English-Language Arts teachers and Mathematics teachers will be trained on how to access the Smarter Balanced Digital Library.
  - o By June 1, 2015, 100% of the English-Language Arts teachers and Mathematics teachers will evaluate at least 2 Smarter Balanced Digital Library resources for inclusion in their grade level/content area curriculum.
  - o By June 1, 2015, 30% of the teachers on either the English-Language Arts or the Mathematics curriculum revision committees will incorporate a Digital Library based lesson into the curricula for their grade level.

# Assessment

- o Teachers will increase their understanding of the Smarter Balanced Assessment system and incorporate the interim assessments into their curriculum.
  - o By June 1, 2015, 100% of the English-Language Arts teachers and Mathematics teachers will be trained on how to access the Smarter Balanced assessments.
  - o By June 1, 2015, 100% of the English-Language Arts teachers and Mathematics teachers will create and administer at least 1 Smarter Balanced assessment to the students in their class.
  - o By June 1, 2015, 100% of the teachers on either the English-Language Arts or the Mathematics curriculum revision committees will analyze the results of the Smarter Balanced assessment they administered and make recommendations for instruction.

# Intervention

- o Teachers will use Inform to track student progress.
  - o By June 1, 2015, all SIPs will be housed in Inform.
  - o By June 1, 2015, 80% of the teaching staff will be proficient in the data submission and retrieval process for Inform.
  - o By June 1, 2015, 50% of the staff responsible for creating and tracking SIPs will be able to do so with minimal support.

# Somers Board of Education General Budget Treasury Warrant

Report # 30456

Check Batch: 10961  
 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: 9/18/14  
William B. Boutwell, Director of Business Services

10961	8842	09/22/2014	V60542	ADA Sports	0.00	272.00
	8843	09/22/2014	V58674	Administrator, Unemployment Compensation	0.00	19.00
	8844	09/22/2014	V02129	Alarm New England LLC	0.00	926.19
	8845	09/22/2014	V52670	Amazon	0.00	1,271.54
	8846	09/22/2014	V53782	American Bar Association	0.00	75.00
	8847	09/22/2014	V60064	Angeloni Refrigeration, Inc.	0.00	475.00
	8848	09/22/2014	V00555	AT&T	0.00	996.70
	8849	09/22/2014	V00884	Avery Portables Inc	0.00	164.28
	8850	09/22/2014	V51604	Awards & More	0.00	20.00
	8851	09/22/2014	V01308	Bacher Corp. of Conn.	0.00	842.60
	8852	09/22/2014	V60312	Barnes Pools,Stones & Stuff	0.00	28.00
	8853	09/22/2014	V02406	Billings Sports, Inc.	0.00	784.98
	8854	09/22/2014	E00022	Bodine-Donahue, Gail	0.00	72.00
	8855	09/22/2014	V00129	Carolina Biological Supply Co.	0.00	50.12
	8856	09/22/2014	V00052	CAS Inc.	0.00	650.00
	8857	09/22/2014	V53390	CIRMA	0.00	42,248.00
	8858	09/22/2014	V00167	Colonial Flower Shop	0.00	194.50
	8859	09/22/2014	V54321	Custom Printing & Copy, Inc.	0.00	264.25
	8860	09/22/2014	V60709	DBS Energy Inc.	0.00	3,236.53
	8861	09/22/2014	V00236	Demco, Inc.	0.00	200.47

# Somers Board of Education General Budget Treasury Warrant

Report # 30456

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	8862	09/22/2014	V60089	Dime Oil Company LLC	0.00	411.18
	8863	09/22/2014	V02359	Downes & Reader Hardwood	0.00	556.00
	8864	09/22/2014	V60240	edHelper	0.00	419.79
	8865	09/22/2014	V53769	Edible Arrangements - 230	0.00	52.99
	8866	09/22/2014	V60640	SchoolMart	0.00	908.95
	8867	09/22/2014	V60993	First Choice Services	0.00	1,354.02
	8868	09/22/2014	V54168	First Student, Inc	0.00	61,086.96
	8869	09/22/2014	V02186	Flinn Scientific, Inc.	0.00	773.06
	8870	09/22/2014	V60951	Follett School Solutions, Inc	0.00	5,659.80
	8871	09/22/2014	V60999	GE Capital	0.00	107,294.76
	8872	09/22/2014	V60035	Google, Inc.	0.00	41.21
	8873	09/22/2014	V60804	Granite City Electric Supply	0.00	439.86
	8874	09/22/2014	V53439	Group Dynamic	0.00	22.20
	8875	09/22/2014	V00407	Hartford Courant	0.00	143.00
	8876	09/22/2014	V21141	WRS Group LTD	0.00	267.55
	8877	09/22/2014	V00891	Houghton Mifflin Harcourt Publishing Co.	0.00	811.00
	8878	09/22/2014	V60043	IVEY Industries	0.00	219.75
	8879	09/22/2014	V02093	JCN Services	0.00	3,900.00
	8880	09/22/2014	V60903	Learning A-Z	0.00	4,026.90
	8881	09/22/2014	V60536	Learning.com	0.00	625.00
	8882	09/22/2014	V01370	McGraw-Hill School Education Holdings, L	0.00	22,250.20
	8883	09/22/2014	E00690	Messina, Denise	0.00	101.54
	8884	09/22/2014	V21005	MSC Industrial Supply Co.	0.00	7,557.65
	8885	09/22/2014	V01013	NASCO Fort Atkinson	0.00	599.19
	8886	09/22/2014	V53787	National School Products	0.00	576.48
	8887	09/22/2014	V60998	Pacific Northwest Publishing, Inc.	0.00	65.00
	8888	09/22/2014	V02825	PAR, Inc	0.00	64.00
	8889	09/22/2014	V00206	NCS Pearson, Inc.	0.00	6,164.00
	8890	09/22/2014	V01163	PermaBound Books	0.00	211.15
	8891	09/22/2014	V60053	Premier Laboratory, Inc	0.00	411.00
	8892	09/22/2014	V53356	ProCom Telecommunications Corp	0.00	105.00
	8893	09/22/2014	V52775	Rochester 100 Inc.	0.00	149.50
	8894	09/22/2014	V01779	S&S Worldwide	0.00	267.64
	8895	09/22/2014	V60289	Safariland, LLC	0.00	59.60
	8896	09/22/2014	V01292	School Specialty, Inc.	0.00	877.92
	8897	09/22/2014	V60031	SNE Building Systems	0.00	778.00
	8898	09/22/2014	V01485	Social Studies School Services	0.00	592.24

# Somers Board of Education General Budget Treasury Warrant

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	8899	09/22/2014	V02404	Somers Ace Hardware	0.00	1,518.60
	8900	09/22/2014	V00886	Somers Lunch Program	0.00	4.65
	8901	09/22/2014	V02225	Staples Credit Plan	0.00	127.81
	8902	09/22/2014	V60370	Sue's Shirt Creations, LLC	0.00	40.00
	8903	09/22/2014	V60997	Teacher Synergy LLC	0.00	77.50
	8904	09/22/2014	V60983	The OMNI Group	0.00	2.00
	8905	09/22/2014	V54065	Thomas R Mehl	0.00	1,667.00
	8906	09/22/2014	V01638	Tree House, The	0.00	1,062.00
	8907	09/22/2014	M53099	Tull Brothers, Inc.	0.00	967.00
	8908	09/22/2014	V21164	Unum Life Insurance Company of America	0.00	4,016.59
	8909	09/22/2014	V00051	USPS	0.00	192.00
	8910	09/22/2014	V52399	W.R. Robinson Lumber	0.00	83.20
	8911	09/22/2014	E00571	Wilson, Robert	0.00	374.32
	8912	09/22/2014	V60943	Zoro Tools. Inc	0.00	122.34
<b>Totals:</b>					0.00	\$292,890.26

71 Checks Listed.

# Somers Board of Education General Journal Register

Report # 30455  
Batch: 10950  
Transaction: N/A  
Show Summary Only: Yes

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
10950	\$292,890.26	Posted	lbergamini	09/15/2014	lbergamini	09/18/2014

General Ledger Distribution Summary						
Period, Fiscal Year	Account Number	Account Description	DTF Base	Over Budget	Debits	Credits
<b>September, 2015</b>						
<b>Generated Distributions</b>						
	10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			292,722.72	0.00
	10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	292,722.72
		Total Generated Distributions			<b>\$292,722.72</b>	<b>\$292,722.72</b>
<b>User-Entered Distributions</b>						
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	292,890.26
	10-100-2-2-08-242-611-01-5-01580	SES - WORLD LANGUAGE			576.48	0.00
	10-100-2-2-16-242-611-01-5-00722	K-5 - LANGUAGE ARTS SUPPLIES			2,416.23	0.00
	10-100-2-2-26-220-641-01-5-00105	K-5 - LANGUAGE ARTS TEXTBOOK		Yes	2,691.20	0.00
	10-100-2-3-12-242-611-01-5-00182	MA - TECHNOLOGY ED SUPPLIES			83.20	0.00
	10-100-2-3-16-242-611-01-5-00184	MA - LANGUAGE ARTS SUPPLIES			211.15	0.00
	10-100-2-3-18-220-641-01-5-00109	MA - MATH NEW TEXT			22,250.20	0.00
	10-100-2-4-08-243-611-01-5-01581	HS - WORLD LANGUAGE			811.00	0.00
	10-100-2-4-12-242-611-01-5-00183	HS - TECHNOLOGY ED SUPPLIES			556.00	0.00
	10-100-2-4-18-242-611-01-5-00191	HS - MATH SUPPLIES			908.95	0.00
	10-100-2-4-22-242-611-01-5-00195	HS - PHYSICAL ED SUPPLIES			1,283.35	0.00
	10-100-2-4-28-242-611-01-5-00206	HS - SCIENCE SUPPLIES			1,430.48	0.00
	10-100-2-4-30-242-611-01-5-01644	HS - SOCIAL STUDIES SUPPLIES			443.24	0.00
	10-100-2-4-30-243-611-01-5-00887	HS - SOCIAL STUDIES WORKBOOKS			224.00	0.00
	10-100-2-4-48-242-611-01-5-00721	HS - HEALTH ED SUPPLIES			284.39	0.00
	10-100-2-5-14-241-611-01-5-00873	SW - GENERAL COMPUTER SUPPLIES			1,062.00	0.00
	10-100-8-4-66-910-730-01-5-00965	HS - TECH ED CAPITAL OUTLAY			7,705.70	0.00
	10-100-8-5-66-910-730-04-5-00843	SW - CAPITAL OUTLAY TECHNOLOGY			107,294.76	0.00
	10-120-9-9-98-242-611-01-5-01334	SP ED INTER. SUPPLIES			51.49	0.00
	10-120-9-9-98-243-611-01-5-01002	SP ED - TESTING			64.00	0.00
	10-120-9-9-98-251-580-05-5-00272	SP ED - TRAVEL/IN-SERVICE			217.00	0.00
	10-120-9-9-98-251-580-05-5-00273	SP ED - DIRECTOR'S TRAVEL			534.54	0.00
	10-212-2-4-46-242-611-02-5-00178	HS - GUIDANCE SUPPLY			117.37	0.00
	10-212-2-5-46-243-611-02-5-00252	SW - TESTING		Yes	6,164.00	0.00
	10-213-3-4-48-421-323-02-5-01146	SW HEALTH SUPPLIES			490.01	0.00
	10-214-2-3-56-242-611-07-5-01027	SW - SCHOOL PSYCHOL. SUPPLIES			65.00	0.00



## Somers Board of Education General Journal Register

Report # 30455

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
10950	\$292,890.26	Posted	lbergamini	09/15/2014	lbergamini	09/18/2014
10-280-6-5-82-820-200-13-5-00513		L.T.D.			4,016.59	0.00
10-280-6-5-82-820-200-13-5-00516		WORKER'S COMPENSATION		Yes	22,881.00	0.00
10-280-6-5-82-820-200-13-5-00517		UNEMPLOYMENT INSURANCE			19.00	0.00
10-280-6-5-82-820-520-13-5-00520		UMBRELLA LIABILITY INSURANCE		Yes	2,925.00	0.00
10-320-2-4-54-880-690-07-5-00602		HS - ACADEMIC AWARDS			20.00	0.00
10-320-7-4-42-880-690-06-5-00595		HS - ATHLETIC SUPPLIES			824.98	0.00
Total User-Entered Distributions					<u>\$292,890.26</u>	<u>\$292,890.26</u>
Total for September, 2015					<u>\$585,612.98</u>	<u>\$585,612.98</u>
<b>Grand Total for Batch # 10950</b>					<u><b>\$585,612.98</b></u>	<u><b>\$585,612.98</b></u>

256 Transactions Listed.



# SOMERS PUBLIC SCHOOLS

1 Vision Boulevard, Somers, Connecticut 06071

(860) 749-2270 • Fax (860) 763-0748

"Our commitment to the future"

William B. Boutwell, *ext. 2035*  
Director of Business Services

9/17/14

To: BoE  
Fr: Bill Boutwell

Re: 2014-2015 Final Budget Approval

Enclosed please find a 2014-2015 budget revision for your review, discussion and approval at the 9/22 BoE meeting. Included are two documents, the 1-page "Summary by Budget Category" and the 12-page "2014-2015 Budget Planning." The documents compare the February 2014 approved budget of \$20,744,253 to the September 2014 proposed revision.

Budget categories with changes since February are listed below. The budget planning document details the individual lines within these categories that have changed.

• Administrative Salaries	16,905	page 1
• Board of Ed Expenses	(11,450)	page 1
• Instructional Salaries	(371)	page 2
• Other Instructional Salaries	4,000	page 2
• Clerical/Aides Salaries	2,061	page 2-3
• Workbooks and Testing	10,000	page 5-6
• Medical Advisor Salary	1,500	page 6
• Nurse Salaries	6,408	page 6
• Regular Transportation	(17,400)	page 7
• Special Ed Transportation	(8,800)	page 7
• Athletic/Band/Academic Travel	4,000	page 7
• Maint/Custodian Salaries	23,286	page 7
• Telephone	3,000	page 8
• Propane Gas	(2,000)	page 8
• General/Dept. Maintenance	25,000	page 8-9
• Insurance/Soc Security	(86,315)	page 9
• Coaches	970	page 10
• Activity Advisors	(294)	page 10-11
• Tuition Non Special Ed	16,000	page 12
• Tuition Special Ed	13,500	page 12

Budget category changes are briefly explained below.

- Administrative Salaries – Staff changes and BoE approved compensation for the Superintendent and Director of Business Services.
- Board of Education – Negotiations and projected legal expenses.
- Instructional Salaries – Staff changes.

- Other Instructional Salaries – Adjusted to more accurately reflect historical actuals.
- Clerical/Aides Salaries – Staff changes and adjusted to more accurately reflect historical actuals.
- Workbooks and Testing – Student assessment programs.
- Medical Advisor Salary – Additional student services required.
- Nurse Salaries – Staff changes and contract negotiations.
- Regular Transportation – Adjusted to more accurately reflect historical actuals based upon full-day kindergarten run and bus contract provisions.
- Special Ed Transportation – Adjusted to more accurately reflect historical actuals and bus contract provisions.
- Athletic/Band/Academic Travel – Adjusted to more accurately reflect historical actuals and bus contract provisions.
- Maint/Custodian Salaries – Contract negotiations and adjusted to more accurately reflect historical actuals.
- Telephone -- Adjusted to more accurately reflect historical actuals.
- Propane Gas -- Adjusted to more accurately reflect historical actuals.
- General/Dept. Maintenance – Adjusted to more accurately reflect historical actuals.
- Insurance/Social Security -- Staff and open enrollment changes, and actual renewal costs.
- Coaches – Athletic trainer contract and contract negotiations.
- Activity Advisors – Contract negotiations.
- Tuition Non Special Ed -- Increase in number of students attending magnet schools.
- Tuition Special Ed -- Adjusted to more accurately reflect historical actuals.

Please do not hesitate to contact me with any questions.

**SOMERS BOARD OF EDUCATION**  
**Summary by Budget Category**

Account Description	Feb-14 BoE Approved	Sep-14 BoE Revised	\$ Change	% Change
ADMINISTRATIVE SALARIES	\$1,255,497	\$1,272,402	\$16,905	1.3%
FORMS AND PRINTING	\$11,500	\$11,500	\$0	0.0%
POSTAGE	\$11,195	\$11,195	\$0	0.0%
BOARD OF ED. EXPENSES	\$124,600	\$113,150	-\$11,450	-9.2%
INSTITUTIONAL DUES	\$21,285	\$21,285	\$0	0.0%
INSTRUCTIONAL SALARIES	\$9,490,146	\$9,489,775	-\$371	0.0%
OTHER INST. SALARIES	\$434,824	\$438,824	\$4,000	0.9%
CLERICAL/AIDES SALARIES	\$1,321,512	\$1,323,573	\$2,061	0.2%
TEXTBOOKS	\$86,400	\$86,400	\$0	0.0%
LIBRARY BOOKS/SUPPLIES	\$13,750	\$13,750	\$0	0.0%
TECHNOLOGY AV MATERIALS	\$10,400	\$10,400	\$0	0.0%
SYSTEMWIDE GEN. SUPPLIES	\$44,800	\$44,800	\$0	0.0%
DEPARTMENTAL SUPPLIES	\$113,910	\$113,910	\$0	0.0%
WORKBOOKS AND TEST	\$34,940	\$44,940	\$10,000	28.6%
TRAVEL/CONF/IN-SERVICE	\$31,350	\$31,350	\$0	0.0%
OFFICE SUPPLIES	\$9,225	\$9,225	\$0	0.0%
MEDICAL ADVISOR SALARY	\$500	\$2,000	\$1,500	300.0%
NURSE'S SALARIES	\$157,273	\$163,681	\$6,408	4.1%
HEALTH SUPPLIES	\$7,000	\$7,000	\$0	0.0%
REGULAR TRANSPORTATION	\$665,400	\$648,000	-\$17,400	-2.6%
SPEC. ED. TRANSPORTATION	\$281,280	\$272,480	-\$8,800	-3.1%
ATHLETIC/FIELD TRIPS	\$26,680	\$30,680	\$4,000	15.0%
MAINT/CUSTODIAN SALARIES	\$669,765	\$693,051	\$23,286	3.5%
FUEL SUPPLY	\$219,200	\$219,200	\$0	0.0%
ELECTRICITY	\$347,977	\$347,977	\$0	0.0%
TELEPHONE	\$22,400	\$25,400	\$3,000	13.4%
PROPANE GAS	\$11,000	\$9,000	-\$2,000	-18.2%
CUSTODIAL SUPPLIES	\$45,000	\$45,000	\$0	0.0%
GENERAL/DEPT MAINTENANCE	\$341,571	\$366,571	\$25,000	7.3%
EQUIPMENT REPLACEMENT	\$2,800	\$2,800	\$0	0.0%
INSURANCE/SOC. SECURITY	\$3,589,389	\$3,503,074	-\$86,315	-2.4%
EQUIPMENT RENTAL	\$52,440	\$52,440	\$0	0.0%
COACHES	\$151,511	\$152,481	\$970	0.6%
ACTIVITY ADVISORS	\$34,847	\$34,553	-\$294	-0.8%
ATHLETIC/ACADEMIC ACT.	\$74,716	\$74,716	\$0	0.0%
CAPITAL OUTLAY/EQUIP	\$193,570	\$193,570	\$0	0.0%
TUITION-NON SPECIAL ED	\$119,000	\$135,000	\$16,000	13.4%
TUITION VO-AG	\$8,000	\$8,000	\$0	0.0%
TUITION-SPECIAL ED.	\$694,700	\$708,200	\$13,500	1.9%
ADULT EDUCATION	\$12,900	\$12,900	\$0	0.0%
OTHER	\$0	\$0	\$0	#DIV/0!
<b>TOTAL</b>	<b>\$20,744,253</b>	<b>\$20,744,253</b>	<b>\$0</b>	<b>0.00%</b>

**SOMERS BOARD OF EDUCATION  
2014-2015 Budget Planning**

Ref #	Description	Feb-14	Sep-14	Feb-14 to Sep-14	
		BoE Approved	BoE Revised	\$	%
1	SES - Principal	112,943	112,943	0	
10	SES - Co-Principal	0	0	0	
1177	SES - Assist. Principal	86,488	86,488	0	
3	MA - Assist. Principal	106,967	106,967	0	
4	MA - Principal	110,881	118,000	7,119	
6	HS - Assist. Principal	91,575	91,575	0	
5	HS - Principal	125,569	125,569	0	
8	Superintendent	170,000	177,650	7,650	
9	Director of Business Services	104,545	107,681	3,136	
11	Director of Technology	102,750	101,750	-1,000	
772	Director of Curriculum	110,401	110,401	0	
7	Director of Pupil Services	128,378	128,378	0	
854	Merit	5,000	5,000	0	
	<b>Administrative Salaries</b>	<b>1,255,497</b>	<b>1,272,402</b>	<b>16,905</b>	<b>1.35%</b>
15	SES - Forms & Printing	2,500	2,500	0	
17	MA - Forms & Printing	1,700	1,700	0	
18	HS - Forms & Printing	4,000	4,000	0	
19	CO - Forms & Printing	2,500	2,500	0	
1063	SW - Forms & Printing	400	400	0	
20	SP ED - Forms & Printing	400	400	0	
	<b>Forms &amp; Printing</b>	<b>11,500</b>	<b>11,500</b>	<b>0</b>	<b>0.00%</b>
35	SES - Postage	445	445	0	
37	MA - Postage	700	700	0	
646	MA - Guidance Postage	100	100	0	
647	HS - Guidance Postage	1,000	1,000	0	
38	HS - Postage	1,500	1,500	0	
39	CO - Postage	7,300	7,300	0	
40	Maintenance - Postage	0	0	0	
41	Sp Ed - Postage	150	150	0	
	<b>Postage</b>	<b>11,195</b>	<b>11,195</b>	<b>0</b>	<b>0.00%</b>
48	BOE - Publications Postage	750	750	0	
47	BOE - Supplies	700	700	0	
46	BOE - Travel	800	800	0	
49	BOE - Printing	2,500	2,500	0	
50	BOE - Publications	300	300	0	
51	BOE - Audit	3,000	3,000	0	
45	BOE - Other Prof. Services	106,450	95,000	-11,450	
31	CO - Petty Cash	1,200	1,200	0	
25	CO - Advertising	6,500	6,500	0	
875	SW - Prof. Development Supp.	1,200	1,200	0	
648	BOE - Community Relations	1,200	1,200	0	
	<b>BOE Expenses</b>	<b>124,600</b>	<b>113,150</b>	<b>-11,450</b>	<b>-9.19%</b>
53	SES - Institutional Dues	400	400	0	
55	MA - Institutional Dues	1,040	1,040	0	
56	HS - Institutional Dues	7,500	7,500	0	
58	BOE - Institutional Dues	7,040	7,040	0	
57	CO - Institutional Dues	4,655	4,655	0	

**SOMERS BOARD OF EDUCATION  
2014-2015 Budget Planning**

Ref #	Description	Feb-14	Sep-14	Feb-14 to Sep-14	
		BoE Approved	BoE Revised	\$	%
59	Sp Ed - Institutional Dues	650	650	0	
1064	NEASC Accreditation			0	
1576	Gateways Dues	0	0	0	
	<b>Institutional Dues</b>	<b>21,285</b>	<b>21,285</b>	<b>0</b>	<b>0.00%</b>
60	SES - Instructional Staff	2,757,066	2,769,176	12,110	
1229	SES - Librarian	75,468	75,468	0	
73	MA - Librarian Salary	80,503	80,503	0	
74	MA - Guidance Salaries	68,005	68,005	0	
63	MA - Instructional Staff	1,722,197	1,709,024	-13,173	
78	HS - Summer Guidance	19,015	19,015	0	
77	HS - Guidance Salaries	237,058	237,058	0	
79	HS - Librarian	80,503	80,503	0	
64	HS - Instructional Staff	2,596,567	2,611,244	14,677	
822	SW - Intervention Program	177,181	167,824	-9,357	
13	Sp Ed - Internal Programs			0	
84	SW - Psychologist	86,912	86,912	0	
67	Sp Ed - Elementary Salaries	707,265	709,077	1,812	
85	SW - Social Worker	108,773	108,773	0	
69	Speech - Salaries	212,103	205,663	-6,440	
68	Sp Ed - Secondary Salaries	423,037	423,037	0	
12	HS - School to Career	56,352	56,352	0	
1342	SW - Media Specialist	82,141	82,141	0	
1343	SW - Math/Science Specialist			0	
	Retirement Adjustment	0	0	0	
	<b>Instructional Salaries</b>	<b>9,490,146</b>	<b>9,489,775</b>	<b>-371</b>	<b>0.00%</b>
1139	Sp Ed - Summer Pre-School	2,100	2,100	0	
1145	SES - Team Leaders	12,726	12,726	0	
76	MA - Team Leaders	7,272	7,272	0	
81	HS - After School Suspension	600	600	0	
1065	HS - Team Leaders	12,726	12,726	0	
65	SW - Change of Status	0	0	0	
1170	SW - Teacher Sub Long Term	30,000	30,000	0	
1171	SW - Teacher Sub Other	21,000	23,000	2,000	
66	SW - Teacher Sub Sick/Personal	80,000	86,000	6,000	
1019	SW - Subs for Prof Development	16,000	16,000	0	
659	SW - Prof. Development/CEU	5,600	5,600	0	
70	SW - Homebound	13,000	9,000	-4,000	
650	Mentors	3,500	3,500	0	
830	SW - Retirement	113,000	113,000	0	
889	SpEd Summer Programs	14,300	14,300	0	
888	SES - Tutors	35,300	35,300	0	
61	MA - Tutors	26,000	26,000	0	
71	HS - Tutors	38,900	38,900	0	
1672	HS - Virtual High School	2,800	2,800	0	
	<b>Other Instruct. Salaries</b>	<b>434,824</b>	<b>438,824</b>	<b>4,000</b>	<b>0.92%</b>
89	SES - Secretaries	81,548	81,548	0	
87	SES - Library Aides	24,825	24,825	0	
1153	SES - Aides	0	0	0	
1154	MA - Media Aides	13,348	13,348	0	

**SOMERS BOARD OF EDUCATION  
2014-2015 Budget Planning**

Ref #	Description	Feb-14	Sep-14	Feb-14 to Sep-14	
		BoE Approved	BoE Revised	\$	%
90	MA - Secretaries	74,500	74,500	0	
91	MA - Aides	0	0	0	
94	HS - Library Aides	23,251	23,251	0	
93	HS - Guidance Secretaries	44,452	44,452	0	
92	HS - Secretaries	106,451	106,451	0	
760	BOE - Recording Secretary	1,890	1,890	0	
102	SW - Substitute Aides	23,282	26,000	2,718	
96	CO - Clerical	202,368	202,368	0	
97	SW - Clerical Substitutes	5,000	5,000	0	
1219	SW - Technology Aide	90,130	90,130	0	
1061	SES - Preschool Aides	24,925	24,925	0	
1230	SpEd - Summer Preschool Aides	2,900	2,900	0	
101	SpEd - High School Aide	140,412	140,412	0	
100	SpEd - Mabelle Avery Aides	139,596	139,596	0	
99	SpEd - SES - Aides	251,212	250,555	-657	
98	SpEd - Secretary Salaries	71,422	71,422	0	
86	HS - School-to-Career Aide	0	0	0	
890	SW - Additional Aides	0	0	0	
	SESA Furlough	0	0	0	
	<b>Clerical &amp; Aides</b>	<b>1,321,512</b>	<b>1,323,573</b>	<b>2,061</b>	<b>0.16%</b>
105	SES - Language Arts Textbook			0	
104	SES - Science Textbooks			0	
1066	SES - Replacement Text			0	
973	SES - Math Textbooks	25,000	25,000	0	
1640	SES - Social Studies Textbooks			0	
1140	MA - Replacement Text	1,200	1,200	0	
651	MA - World Language Textbooks			0	
859	MA - Social Studies Textbooks			0	
895	MA - Language Arts Textbooks			0	
109	MA - Math Textbooks	25,000	25,000	0	
1067	MA - Science			0	
1331	MA - Music			0	
125	HS - Social Studies Textbooks			0	
130	HS - World Language Textbooks			0	
120	HS - English Textbooks	7,000	7,000	0	
1068	HS - Replacement Text	3,200	3,200	0	
127	HS - Math Textbook	25,000	25,000	0	
129	HS - Science Textbooks			0	
131	HS - Technology Ed			0	
850	HS - Business Ed			0	
1642	HS - Restaurant Mgmt			0	
1673	SW - Guidance			0	
1641	SW - Art Textbooks			0	
966	SW - Health			0	
1579	SW - Music			0	
	<b>Textbooks</b>	<b>86,400</b>	<b>86,400</b>	<b>0</b>	<b>0.00%</b>
136	SES - Library Books	4,000	4,000	0	
151	SES - Other Library Supplies	600	600	0	
140	SES - Newspaper/Magazines	200	200	0	
280	SES - Professional Library	200	200	0	
282	MA - Professional Library	100	100	0	

**SOMERS BOARD OF EDUCATION  
2014-2015 Budget Planning**

Ref #	Description	Feb-14	Sep-14	Feb-14 to Sep-14	
		BoE Approved	BoE Revised	\$	%
134	MA - Rebinding	150	150	0	
138	MA - Library Books	1,000	1,000	0	
153	MA - Other Library Supplies	300	300	0	
142	MA - Newspaper/Magazines	400	400	0	
154	HS - Other Library Supplies	300	300	0	
143	HS - Newspapers/Magazines	700	700	0	
135	HS - Rebinding	150	150	0	
139	HS - Library Books	5,000	5,000	0	
283	HS - Professional Library	125	125	0	
284	CO - Professional Library	300	300	0	
810	CO - Newspapers/Magazines	125	125	0	
1069	SpEd - Professional Library	100	100	0	
286	SW Media - Professional Library	0	0	0	
	<b>Library Books</b>	<b>13,750</b>	<b>13,750</b>	<b>0</b>	<b>0.00%</b>
144	SES - A.V. Materials	500	500	0	
1151	MA - A. V. Materials	200	200	0	
147	HS - A. V. Materials	700	700	0	
150	SW - Computer Software	8,200	8,200	0	
149	SW - A. V. Materials	800	800	0	
	<b>Technology</b>	<b>10,400</b>	<b>10,400</b>	<b>0</b>	<b>0.00%</b>
155	SES - General Supplies	21,800	21,800	0	
157	MA - General Supplies	5,100	5,100	0	
159	HS - General Supplies	8,500	8,500	0	
873	SW - General Computer Supplies	9,000	9,000	0	
160	SpEd - General Supplies	400	400	0	
	<b>General Supplies</b>	<b>44,800</b>	<b>44,800</b>	<b>0</b>	<b>0.00%</b>
771	SES - First Grade Supplies	350	350	0	
799	SES - Second Grade Supplies	385	385	0	
846	SES - Third Grade Supplies	405	405	0	
904	SES - Remedial Reading Supplies	2,000	2,000	0	
722	SES - Language Arts Supplies	11,040	11,040	0	
187	SES - Math Supplies	2,460	2,460	0	
193	SES - Physical Ed Supplies	700	700	0	
202	SES - Science/Health Supplies	4,460	4,460	0	
208	SES - Social Studies Supplies	4,600	4,600	0	
169	SES - Music Supplies	4,400	4,400	0	
161	SES - Art Supplies	4,350	4,350	0	
1149	SES - Intervention - Math	190	190	0	
1183	SES - Fifth Grade Supplies	420	420	0	
1182	SES - Fourth Grade Supplies	380	380	0	
652	SES - Kindergarten Supplies	1,000	1,000	0	
230	SES - ALP I Supplies	100	100	0	
217	SES - Speech/Hearing Supplies	170	170	0	
1580	SES - World Language	800	800	0	
747	Preschool - Speech/Hearing Supp.	150	150	0	
224	MA - Guidance Instruction Supplies	560	560	0	
1218	MA - Health & Life Skills Supplies	400	400	0	
189	MA - Math Supplies	1,450	1,450	0	
194	MA - Physical Ed Supplies	450	450	0	

**SOMERS BOARD OF EDUCATION  
2014-2015 Budget Planning**

Ref #	Description	Feb-14	Sep-14	Feb-14 to Sep-14	
		BoE Approved	BoE Revised	\$	%
164	MA - Art Supplies	2,400	2,400	0	
204	MA - Science Supplies	2,500	2,500	0	
210	MA - Social Studies Supplies	2,170	2,170	0	
182	MA - Technology Ed Supplies	3,600	3,600	0	
172	MA - Music Supplies	2,480	2,480	0	
184	MA - Language Arts Supplies	3,900	3,900	0	
816	MA - World Language Supplies	250	250	0	
226	MA - ALP Supplies	100	100	0	
214	MA - Resource Room Supplies	120	120	0	
215	MA - Resource Room Supplies	130	130	0	
213	MA - Alternative Ed Program	200	200	0	
176	HS - Business Ed Supplies	2,050	2,050	0	
206	HS - Science Supplies	7,260	7,260	0	
186	HS - Reading Supplies	500	500	0	
168	HS - Band Supplies	1,850	1,850	0	
191	HS - Math Supplies	3,200	3,200	0	
183	HS - Technology Ed Supplies	6,400	6,400	0	
181	HS - Quantity Foods Supplies	4,250	4,250	0	
178	HS - Guidance Supplies	1,950	1,950	0	
165	HS - Art Supplies	7,300	7,300	0	
195	HS - Physical Ed Supplies	1,500	1,500	0	
1070	HS - English Supplies	2,650	2,650	0	
180	HS - SAT Prep	2,350	2,350	0	
809	HS - Renaissance	750	750	0	
173	HS - College Connections	0	0	0	
286	HS - Guidance Naviance	3,000	3,000	0	
229	HS - School-to-Career Supplies	700	700	0	
231	HS - ALP I Supplies	220	220	0	
1644	HS - Social Studies Supplies	1,120	1,120	0	
175	HS - World Language	350	350	0	
721	HS - Health Ed Supplies	550	550	0	
222	SW - A. V. Supplies	2,600	2,600	0	
860	SW - Intervention Supplies	210	210	0	
852	SW - Math Supplies	400	400	0	
1150	SW - Science Supplies	400	400	0	
232	SW - Gifted & Talented Supplies	490	490	0	
219	SW - Speech/Hearing Supplies	200	200	0	
225	SW - Social Work Supplies	250	250	0	
1332	SW - Occ Therapy Supplies	180	180	0	
1333	SW - Physical Therapy Supplies	200	200	0	
179	SW - Literacy Supplies	100	100	0	
1071	SW - English Supplies	100	100	0	
1027	SW - School Psychology Supplies	450	450	0	
228	SpEd - K-5 ALP A Supplies	160	160	0	
882	SpEd - E.S.L. Supplies	40	40	0	
1073	SpEd - Preschool Supplies	150	150	0	
216	SpEd - High School Supplies	200	200	0	
212	SpEd - K-5 Supplies	190	190	0	
1334	SpEd - Intervention Programs	180	180	0	
1643	SpEd - SHS Rebuilding Program	390	390	0	
	<b>Departmental Supplies</b>	<b>113,910</b>	<b>113,910</b>	<b>0</b>	<b>0.00%</b>
244	SES - Social Studies Workbooks	0	0	0	
240	SES - Language Arts Workbooks	0	0	0	

**SOMERS BOARD OF EDUCATION  
2014-2015 Budget Planning**

Ref #	Description	Feb-14	Sep-14	Feb-14 to Sep-14	
		BoE Approved	BoE Revised	\$	%
238	SES - Math Workbooks	20,375	20,375	0	
255	MA - World Language Workbooks	1,620	1,620	0	
246	MA - English Workbooks	500	500	0	
247	MA - Reading Workbooks	0	0	0	
1074	MA - Social Studies Workbooks	660	660	0	
887	HS - Social Studies Workbooks	550	550	0	
972	HS - Health Workbooks	400	400	0	
1581	HS - World Language	1,600	1,600	0	
247	HS - Music Workbooks	250	250	0	
252	SW - Testing	5,000	15,000	10,000	
1002	SpEd - Testing	3,985	3,985	0	
	<b>Workbooks</b>	<b>34,940</b>	<b>44,940</b>	<b>10,000</b>	<b>28.62%</b>
259	SES - In-Service/Travel	2,200	2,200	0	
260	SES - Principal In-Service/Travel	1,000	1,000	0	
263	MA - In-Service/Travel	1,000	1,000	0	
264	MA - Principal In-Service/Travel	800	800	0	
269	HS - Principal In-Service/Travel	1,000	1,000	0	
267	HS - In-Service/Travel	2,350	2,350	0	
300	Curriculum Development	16,700	16,700	0	
297	CO - Administration Workshop	500	500	0	
271	CO - In-Service/Travel	3,500	3,500	0	
857	SW - Custodial Training	0	0	0	
272	SpEd - In-Service/Travel	500	500	0	
273	SpEd Director - In-Service/Travel	1,800	1,800	0	
	<b>In-Service/Travel</b>	<b>31,350</b>	<b>31,350</b>	<b>0</b>	<b>0.00%</b>
301	SES - Office Supplies	700	700	0	
303	MA - Office Supplies	700	700	0	
304	HS - Office Supplies	1,250	1,250	0	
305	SW - Media Office Supplies	175	175	0	
44	CO - Computer Supplies	1,500	1,500	0	
42	CO - Office Supplies	4,500	4,500	0	
306	Maintenance - Office Supplies	50	50	0	
307	SpEd - Office Supplies	350	350	0	
	<b>Office Supplies</b>	<b>9,225</b>	<b>9,225</b>	<b>0</b>	<b>0.00%</b>
313	SW - Medical Advisor	500	2,000	1,500	
	<b>Medical Advisor Salary</b>	<b>500</b>	<b>2,000</b>	<b>1,500</b>	<b>300.00%</b>
316	SES - Nurse Salaries	72,354	74,854	2,500	
317	MA - Nurse Salary	41,819	42,834	1,015	
318	HS - Nurse Salary	35,800	36,693	893	
319	SW - Nurse Substitute	3,000	3,000	0	
314	SW - Head Nurse	2,200	2,200	0	
833	SW - Additional Nurse Time	2,100	4,100	2,000	
	<b>Nurses Salaries</b>	<b>157,273</b>	<b>163,681</b>	<b>6,408</b>	<b>4.07%</b>
1146	SW - Health Supplies	6,000	6,000	0	
1076	SW - Health Equipment	1,000	1,000	0	

**SOMERS BOARD OF EDUCATION  
2014-2015 Budget Planning**

Ref #	Description	Feb-14	Sep-14	Feb-14 to Sep-14	
		BoE Approved	BoE Revised	\$	%
	<b>Health Supplies</b>	<b>7,000</b>	<b>7,000</b>	<b>0</b>	<b>0.00%</b>
327	Bus Fuel	114,000	114,000	0	
326	Transportation - Secondary	298,400	290,000	-8,400	
325	Transportation - Elementary	250,000	241,000	-9,000	
328	Additional Transportation	3,000	3,000	0	
1582	Bus Monitor			0	
	<b>Regular Transportation</b>	<b>665,400</b>	<b>648,000</b>	<b>-17,400</b>	<b>-2.61%</b>
333	SpEd - Transportation Aide	43,200	40,000	-3,200	
332	SpEd - Additional Mileage	38,480	38,480	0	
329	SpEd - Vans	199,600	194,000	-5,600	
	<b>Special Ed Transportation</b>	<b>281,280</b>	<b>272,480</b>	<b>-8,800</b>	<b>-3.13%</b>
336	MA - Athletic Trips	700	700	0	
340	MA - Band Travel	0	0	0	
337	HS - Athletic Trips	43,200	47,200	4,000	
268	HS - Band Travel	1,230	1,230	0	
845	HS - Field Trips	1,550	1,550	0	
338	Pay to Play	-20,000	-20,000	0	
	<b>Athletic/Band/Academic Travel</b>	<b>26,680</b>	<b>30,680</b>	<b>4,000</b>	<b>14.99%</b>
350	Maintenance Personnel	87,285	89,248	1,963	
349	Maintenance Supervisor	67,650	69,502	1,852	
348	Custodial Substitutes	20,773	23,773	3,000	
351	Summer Crew Maintenance	5,500	8,500	3,000	
352	Maintenance Overtime	7,000	7,000	0	
343	SES - Custodian Salaries	156,131	159,513	3,382	
344	MA - Custodian Salaries	160,520	164,207	3,687	
345	Recreation Program	4,500	4,500	0	
346	HS - Custodian Salaries	150,406	156,808	6,402	
347	Custodial Overtime	10,000	10,000	0	
877	SW - Asbestos Stipend			0	
	06-07 UFCW Contract Retro Pay			0	
	<b>Maint/Custodian Salaries</b>	<b>669,765</b>	<b>693,051</b>	<b>23,286</b>	<b>3.48%</b>
354	SES - Fuel #2	99,000	99,000	0	
356	HS - Fuel #2	118,000	118,000	0	
357	Maintenance - Fuel #2	2,200	2,200	0	
	<b>Fuel Supply</b>	<b>219,200</b>	<b>219,200</b>	<b>0</b>	<b>0.00%</b>
361	HS - Electricity	120,000	120,000	0	
360	MA - Electricity	140,000	140,000	0	
358	SES - Electricity	85,000	85,000	0	
362	Maintenance - Electricity	2,977	2,977	0	
1335	MA - Projected Electricity Savings			0	
	<b>Electricity</b>	<b>347,977</b>	<b>347,977</b>	<b>0</b>	<b>0.00%</b>

**SOMERS BOARD OF EDUCATION  
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Ref #	Description	Feb-14	Sep-14	Feb-14 to Sep-14	
		BoE Approved	BoE Revised	\$	%
363	SES - Telephone	3,800	3,800	0	
365	MA - Telephone	1,800	1,800	0	
366	HS - Telephone	5,500	5,500	0	
965	HS - Cable Classroom Internet	0	0	0	
367	CO - Telephone	5,500	5,500	0	
1217	SW - Communication Supplies	5,800	8,800	3,000	
	<b>Telephone</b>	<b>22,400</b>	<b>25,400</b>	<b>3,000</b>	<b>13.39%</b>
372	HS - Propane Gas	3,000	3,000	0	
371	MA - Propane Gas	3,000	3,000	0	
369	SES - Propane Gas	5,000	3,000	-2,000	
	<b>Propane Gas</b>	<b>11,000</b>	<b>9,000</b>	<b>-2,000</b>	<b>-18.18%</b>
377	SW - Custodial Supplies	45,000	45,000	0	
	<b>Custodial Supplies</b>	<b>45,000</b>	<b>45,000</b>	<b>0</b>	<b>0.00%</b>
378	SES - Music Maintenance	100	100	0	
1141	SES - Building Repairs	35,000	40,000	5,000	
409	MA - Equipment Maintenance	100	100	0	
382	MA - Music Maintenance	300	300	0	
383	MA - Science Maintenance	200	200	0	
384	MA - Art Maintenance	300	300	0	
385	MA - Home Ec Maintenance	100	100	0	
386	MA - Band Maintenance	500	500	0	
387	MA - Technology Ed Maintenance	600	600	0	
389	MA - Office Equip. Maintenance	100	100	0	
840	SW - Trailer Rental	0	0	0	
416	HS - Library Equipment Maintenance	0	0	0	
433	HS - Scheduling Service	1,700	1,700	0	
390	HS - Science Maintenance	1,175	1,175	0	
391	HS - Art Maintenance	200	200	0	
393	HS - Quantity Foods Maintenance	3,775	3,775	0	
394	HS - Athletics Maintenance	300	300	0	
395	HS - Technology Ed Maintenance	3,900	3,900	0	
396	HS - Music Maintenance	800	800	0	
403	HS - Office Equipment	200	200	0	
398	HS - Math Maintenance	200	200	0	
341	SW - Gasoline Maint. Vehicles	7,500	10,500	3,000	
452	SW - Maintenance Contracts	45,340	45,340	0	
467	SW - General Paint	3,500	3,500	0	
471	SW - Fire Alarms & Bells	2,500	2,500	0	
438	HS - Septic Tank	2,900	2,900	0	
439	HS - Building Maintenance	40,000	45,000	5,000	
440	SW - Equipment Repair	7,700	7,700	0	
445	SW - Tool Supply	2,000	2,000	0	
444	SW - Rubbish Removal	15,000	15,000	0	
442	SW - Grounds Keep	8,000	12,000	4,000	
447	SW - General Repair	5,000	5,000	0	
448	SW - Fire/Vandalism	1,500	1,500	0	
451	SW - Mower Maintenance	12,000	12,000	0	
654	SW - Asbestos Inspection	600	600	0	
886	SW - Plumbing Supplies	2,500	2,500	0	

**SOMERS BOARD OF EDUCATION  
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Ref #	Description	Feb-14	Sep-14	Feb-14 to Sep-14	
		BoE Approved	BoE Revised	\$	%
885	SW - Electrical Supplies	4,000	4,000	0	
801	SW - Exterminating	2,200	2,200	0	
884	Maint - Building Maintenance	750	750	0	
657	SW - Playground Maintenance	1,500	1,500	0	
430	MA - Building Maintenance	24,000	30,000	6,000	
422	SES - Septic Tank	3,000	3,000	0	
373	SW - Water	25,300	27,300	2,000	
404	SW - A.V. Maintenance	5,300	5,300	0	
412	SW - Health Maintenance	100	100	0	
435	SW - Thermostat/Controls	2,500	2,500	0	
1077	SW - Computer Maintenance	12,000	12,000	0	
413	SP ED - Equipment Maintenance	100	100	0	
1645	SW - Bibliomation	9,000	9,000	0	
1646	SW - Security	1,500	1,500	0	
431	MA - Septic Tank	2,200	2,200	0	
405	K-5 Office Equipment	0	0	0	
426	MA - Master Clock Maintenance	0	0	0	
449	SW - Locker Repair	0	0	0	
441	SW Glass Repair	0	0	0	
443	SW Roof Repair	6,000	6,000	0	
446	SW - Trepass Control	0	0	0	
453	SW - Software Maintenance	36,531	36,531	0	
1637	Addtl Approp Winter 10-11	0	0	0	
	<b>General Maintenance</b>	<b>341,571</b>	<b>366,571</b>	<b>25,000</b>	<b>7.32%</b>
472	SW - AV Equipment	1,600	1,600	0	
477	SW - Replacement			0	
489	SW - Maintenance Replacement			0	
616	HS - Tech Ed Replacement	1,200	1,200	0	
	<b>Equipment Replacement</b>	<b>2,800</b>	<b>2,800</b>	<b>0</b>	<b>0.00%</b>
507	HS - Athletic Insurance	8,200	7,775	-425	
506	Social Security	365,000	378,000	13,000	
510	Dental	170,900	159,785	-11,115	
512	Life and AD&D Insurance	26,200	26,200	0	
513	LTD	45,000	45,000	0	
515	Property/Liability Insurance	57,800	57,200	-600	
521	School Board Legal	8,600	8,600	0	
520	Umbrella Liability Insurance	11,700	11,700	0	
517	Unemployment Insurance	25,000	5,000	-20,000	
516	Worker's Compensation	108,089	91,600	-16,489	
855	Pension	255,000	242,600	-12,400	
1228	SW - HDHP/HAS	1,548,300	1,759,578	211,278	
1185	SW - Health Maintenance Org.	94,400	93,171	-1,229	
1186	SW - Preferred Provided Org.	779,700	529,565	-250,135	
1187	SW - Insurance Waivers	46,100	47,900	1,800	
508	Tax Sheltered Annuities/Other Benefits	29,700	29,700	0	
511	SW - Pension Waiver	8,000	8,000	0	
509	SW - Flexible Spending Acct	1,700	1,700	0	
514	SHS Jan 2004 Ins Claim	0	0	0	
	Anthem Demutualization	0	0	0	
	<b>Insurance</b>	<b>3,589,389</b>	<b>3,503,074</b>	<b>-86,315</b>	<b>-2.40%</b>

**SOMERS BOARD OF EDUCATION  
2014-2015 Budget Planning**

Ref #	Description	Feb-14	Sep-14	Feb-14 to Sep-14	
		BoE Approved	BoE Revised	\$	%
1011	SES - Copier Maintenance	6,700	6,700	0	
523	SES - Copier Rental	6,500	6,500	0	
524	SES - Copier Supplies	1,000	1,000	0	
527	MA - Copier Rental	6,500	6,500	0	
1012	MA - Copier Supplies	1,000	1,000	0	
1013	MA - Copier Maintenance	4,700	4,700	0	
1188	SpEd - Copier Supplies	0	0	0	
1014	HS - Copier Supplies	1,000	1,000	0	
763	HS - Copier Rental	6,500	6,500	0	
1015	HS - Copier Maintenance	7,000	7,000	0	
905	SW - Copier Supplies/Maintenance	1,040	1,040	0	
861	SW - Desktop Maintenance	0	0	0	
525	CO - Copier Rental	6,500	6,500	0	
526	CO - Postage Meter	1,200	1,200	0	
454	CO - Copier Maintenance	2,500	2,500	0	
1016	CO - Copier Supplies	300	300	0	
	<b>Equipment Rental</b>	<b>52,440</b>	<b>52,440</b>	<b>0</b>	<b>0.00%</b>
1078	MA - Intramural Coaches	7,471	7,468	-3	
805	HS - Golf	3,944	3,942	-2	
559	HS - Var. Cheerleaders - Winter	1,500	1,500	0	
655	HS - JV Lacrosse -Boys	2,899	2,898	-1	
656	HS - Varsity Lacrosse - Girls	4,135	4,133	-2	
1178	HS - Varsity Lacrosse - Boys	4,135	4,133	-2	
545	HS - JV Soccer - Girls	2,899	2,898	-1	
540	HS - JV Soccer - Boys	2,899	2,898	-1	
556	HS - Varsity Soccer - Girls	4,135	4,133	-2	
552	HS - Varsity Soccer - Boys	4,135	4,133	-2	
541	HS - JV Softball	2,899	2,898	-1	
553	HS - Varsity Softball	4,135	4,133	-2	
537	HS - JV Baseball	2,899	2,898	-1	
547	HS - Varsity Baseball	4,135	4,133	-2	
542	HS - JV Field Hockey	2,899	2,898	-1	
550	HS - Varsity Field Hockey	4,135	4,133	-2	
546	HS - Freshmen Basketball - Boys	4,345	4,345	0	
538	HS - JV Basketball - Boys	4,345	4,345	0	
539	HS - JV Basketball - Girls	4,345	4,345	0	
549	HS - Varsity Basketball - Girls	6,184	6,184	0	
548	HS - Varsity Basketball - Boys	6,184	6,184	0	
561	HS - Cross Country-Boys/Girls	4,135	4,133	-2	
554	HS - Varsity Track Head	4,135	4,133	-2	
560	SW - Athletic Manager	21,250	21,250	0	
737	HS - Varsity Track Asst.Girls	2,899	2,898	-1	
844	HS - JV Lacrosse - Girls	2,899	2,898	-1	
555	HS - Varsity Wrestling	5,639	5,639	0	
1006	Athletic Trainer	23,000	24,000	1,000	
551	HS - Asst Cross Country	2,899	2,898	-1	
	<b>Coaches</b>	<b>151,511</b>	<b>152,481</b>	<b>970</b>	<b>0.64%</b>
1105	SES - Band Advisor	2,293	2,274	-19	
1104	SES - Choral Advisor	1,748	1,733	-15	
	SES - Student Council	0	0	0	

**SOMERS BOARD OF EDUCATION  
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Ref #	Description	Feb-14	Sep-14	Feb-14 to Sep-14	
		BoE Approved	BoE Revised	\$	%
1190	MA - Drama Club	3,675	3,675	0	
1191	MA - Newspaper Advisor	841	834	-7	
1189	MA - Beta Club	758	752	-6	
1003	MA - Student Government	1,264	1,253	-11	
586	MA - Band Advisor	0	0	0	
1100	MA - Parade Advisor	905	897	-8	
564	MA - Yearbook	893	886	-7	
1578	MA - Gateways	758	752	-6	
562	MA - Chess	758	752	-6	
563	MA - Tech	758	752	-6	
565	MBA - Cross Country	0	0	0	
584	HS - FBLA	758	752	-6	
568	HS - Freshmen	1,454	1,442	-12	
569	HS - Sophomores	1,454	1,442	-12	
570	HS - Juniors	2,572	2,572	0	
571	HS - Seniors	3,675	3,675	0	
572	HS - Drama/Music	3,675	3,675	0	
574	HS - Honor Society	1,094	1,085	-9	
575	HS - SADD Advisor	758	752	-6	
576	HS - Student Council	1,685	1,671	-14	
577	HS - Yearbook	3,325	3,297	-28	
1173	HS - Math Team	758	752	-6	
1174	HS - SSS	1,144	1,134	-10	
1175	HS - Big Brothers /Big Sisters	758	752	-6	
1172	HS - Jets	592	587	-5	
1101	HS - Parade Advisor	1,508	1,495	-13	
582	HS - Literary Magazine Advisor	1,316	1,305	-11	
944	HS - Student Café Advisor	1,854	1,839	-15	
588	HS - Beta	758	752	-6	
589	HS - FCCLA	758	752	-6	
590	HS - Tech	758	752	-6	
1103	HS - Jazz Ensemble	0	0	0	
580	HS - Diversity Coalition	758	752	-6	
578	HS - GSA Alliance	758	752	-6	
975	HS - Newspaper	2,023	2,006	-17	
567	Pay to Park	-14,000	-14,000	0	
	<b>Activity Advisors</b>	<b>34,847</b>	<b>34,553</b>	<b>-294</b>	<b>-0.84%</b>
596	MA - Officials	266	266	0	
594	MA - Athletic Supplies	1,500	1,500	0	
600	MA - Athletic Awards	100	100	0	
849	MA - Academic Awards	250	250	0	
595	HS - Athletic Supplies	12,000	12,000	0	
597	HS - Officials	27,500	27,500	0	
602	HS - Academic Awards	2,500	2,500	0	
601	HS - Athletic Awards	1,900	1,900	0	
1220	HS - Athletic Uniforms	5,000	5,000	0	
1583	HS - Co-op/Unified Sports	18,600	18,600	0	
274	HS - Graduation	5,100	5,100	0	
	<b>Athletic/Academic Activities</b>	<b>74,716</b>	<b>74,716</b>	<b>0</b>	<b>0.00%</b>
603	SES - Capital Outlay	1,700	1,700	0	
818	MA - Capital Outlay	500	500	0	

**SOMERS BOARD OF EDUCATION  
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Ref #	Description	Feb-14	Sep-14	Feb-14 to Sep-14	
		BoE Approved	BoE Revised	\$	%
1335	MA - Tech Ed Capital Outlay	24,000	24,000	0	
607	HS - Capital Outlay	2,600	2,600	0	
965	HS - Tech Ed Capital Outlay	50,100	50,100	0	
614	CO - Capital Outlay	4,300	4,300	0	
748	SpEd - Capital Outlay Office	370	370	0	
843	SW - Capital Outlay Technology	110,000	110,000	0	
618	SW - Build & Grounds Cap Out	0	0	0	
	<b>Capital Outlay</b>	<b>193,570</b>	<b>193,570</b>	<b>0</b>	<b>0.00%</b>
1231	Tuition - Non Special Education	119,000	135,000	16,000	
	<b>Tuition Non Special Ed</b>	<b>119,000</b>	<b>135,000</b>	<b>16,000</b>	<b>13.45%</b>
621	Tuition - Vo Ag	8,000	8,000	0	
	<b>Tuition Vo Ag</b>	<b>8,000</b>	<b>8,000</b>	<b>0</b>	<b>0.00%</b>
622	SpEd - CREC	140,000	140,000	0	
634	SpEd - CREC Polaris	63,000	63,000	0	
1079	OT/PT	75,700	75,700	0	
1117	SpEd - Independent Evaluations	13,000	18,000	5,000	
1144	SpEd - Out of State Placements	0	0	0	
674	SpEd - Rockville Vo-Ag	0	0	0	
673	SpEd - Tuition	343,000	343,000	0	
670	SpEd - Gengras	0	0	0	
813	SpEd - CREC Hearing Program	15,000	5,500	-9,500	
1180	SpEd Woodstock			0	
1142	SW - Consultant Fees	10,000	15,000	5,000	
1674	SpEd - Contracted Services	35,000	48,000	13,000	
	<b>Tuition Special Education</b>	<b>694,700</b>	<b>708,200</b>	<b>13,500</b>	<b>1.94%</b>
638	Enfield Adult Education	12,900	12,900	0	
	<b>Adult Education</b>	<b>12,900</b>	<b>12,900</b>	<b>0</b>	<b>0.00%</b>
1577	SW - Signing Interpreter	0	0	0	
1336	One Time Investment			0	
	<b>Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
	<b>TOTAL</b>	<b>20,744,253</b>	<b>20,744,253</b>	<b>0</b>	<b>0.00%</b>

## **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.

## **Students**

### **Administering Medications**

#### **Definitions** (continued)

**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.

**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.

**Students****Administering Medications****Definitions** (continued)

**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.

**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.

**Students****Administering Medications****Definitions** (continued)

**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. **Qualified medical professional** means a licensed physician, optometrist, advanced practice registered nurse, or a physician assistant.

**Research or study medications** mean 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.

**Students****Administering Medications****Definitions** (continued)

**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.

**Storage and Use of Epinephrine Cartridge Injectors** means a school nurse or, in the absence of a school nurse, a “qualified school employee” shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions, who were not previously known to have serious allergies and therefore do not have a prior written authorization of a parent/guardian or a prior written order of a qualified medical professional for the administration of epinephrine. The school nurse or school principal shall select qualified school employees to be trained to administer such epinephrine. There shall be at least one such qualified school employee on the grounds of each District school during regular school hours in the absence of the school nurse. Each school must maintain a store of epipens for such emergency use. Epipens expire yearly. Therefore schools are responsible for refilling their prescriptions annually. It is estimated that each school would require two to three two-pack epipens.

**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.

Adopted:	11/13/79
Revised:	1/12/87
Reapproved:	7/16/96
	11/12/96
Revised:	1/27/03
	7/9/09
	6/27/11
	11/26/12
	9/22/14

**Students****Suspension and Expulsion/Due Process****L. Other Considerations**

1. If a student is expelled, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice may be expunged from the cumulative educational record by the Board if the Board determines that the conduct and behavior of the student in the years following the expulsion warrants an expungement. Such notice shall be expunged from the cumulative educational record by the Board if the student graduates from high school. ~~unless the expulsion notice is based on possession of a firearm or deadly weapon.~~
2. If a student's expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, had never been suspended, and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion shall be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets any other conditions required by the Board.
3. In the case of a student in grades kindergarten to grade eight inclusive expelled for the possession of a firearm or deadly weapon, the Board may expunge from the student's cumulative educational record the notice of the conduct for which the student was expelled if the Board determines that the conduct and behavior of the student in the years following the expulsion warrants an expungement.

Also update the legal reference as follows:

10-233a through 10-233f Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, PA 98-139, PA 07-66, PA 07-122, PA 08-160, PA 09-82, PA 09-6 (September Special Session), PA 10-111 ~~and~~ PA 11-126 and PA 14-229.

STUDENTS:

Health Examination and Immunizations:

1. All kindergarten and first entry school children must have a preschool physical examination and must have completed full immunization requirements, as specified by the current regulations of the State Department of Health, before school entry.
2. Physical exams are required for all students in grades 6 and 10. All starred items on the medical evaluation form (HAR-3) must be completed by the person doing the physical exam. Physical exams should be no more than one year old prior to the start of the new school year. This will be waived if a parent can show proof that an exam is scheduled during the current school year. No student will be allowed to enter grade 7 or grade 11 without state-mandated immunizations and proof of a physical exam being completed.
3. Students entering, both inter and intra-state, will be required to produce written documentation that all requirements have been met or present a certificate from their physician stating immunizations are medically contraindicated or provide a statement from a parent or guardian that immunizations are contrary to religious beliefs.
4. Students entering from out of state must show evidence of a physical examination done by a physician within one year prior to entrance or 30 days is given in which to get the physical. If health records from the student's previous school have not been received within 15 days, a parent will be requested to contact the school to have them sent.
5. Students entering from within the state must show evidence of a physical examination done by a physician in compliance with state requirements.
6. Health screenings shall be required for all students in the following schedule:

Physical screening to detect scoliosis will be done for females in Grades 5 and 7 and for males in Grades 8 or 9.

Vision screening will be done ~~annually in grades K-12~~ in Grades K, 1, 3, 4, 5 by the nurses.

Hearing will be screened in grades ~~K-8, 10, and 12~~ K, 1, 3, 4, 5 by the nurses.

The school system shall provide these screening to students at no cost to parents.

Parents shall be provided an annual written notification of screenings to be conducted. Parents wishing to have these screenings to be conducted by their private physician shall be required to report screening results to the school nurse.

(Health assessments may be conducted by a licensed physician, advanced practice registered nurse, registered nurse, physician assistant or by the School Medical Advisor.)

7. Parents will be notified in writing via the student handbooks of the screening procedures. Parents will be notified regarding any defects found during the screenings.
8. School administration shall assure compliance with all Connecticut General Statutes pertaining to health examination and immunizations.
9. Expulsion procedures for those transfer students not complying with the above requirements will be covered in Administrative Regulations.

Legal References: Connecticut General Statutes  
10-204a Required Immunizations  
10-206 Health Assessments  
10-214.4 Vision, audiometric and postural screenings  
Notification of parents re defects; record of results, as amended by P.A. 96-229,  
14-230, An Act Concerning Minor Revisions to the Education Statutes.

Cross Reference: Interscholastic competition 6145.2

Adopted: November 13, 1979  
Revised: May 29, 1984  
October 26, 1992  
February 9, 1998  
March 23, 1998  
January 27, 2003

## STUDENTS

### Hazing

### Bullying

The Board promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

The Board believes that a school environment in which students feel safe, supported, engaged and helpfully challenged is optimal for learning and healthy development. The Board seeks an environment in which students and adults feel socially, emotionally, intellectually and physically safe; an environment that is free of harassment, intimidation and bullying.

### Definitions

**“Bullying”** means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- A. causes physical or emotional harm to such student or damage to such student’s property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such student,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. *(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

**“Cyberbullying”** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

**“Teen dating violence”** means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening that occurs between two students who are currently in or have recently been in a dating relationship.

**“Mobile electronic device”** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

**“Electronic communication”** means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system.

**“Hostile environment”** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;

**“Outside of the school setting”** means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

**“School employee”** means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.

**“School climate”** means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults. (and reflects norms, values, interpersonal relationships, teaching and learning practices and organizational structures.)

Examples of bullying include, but are not limited to:

1. physical violence and attacks
2. verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs
3. threats and intimidation
4. extortion or stealing of money and/or possessions
5. exclusion from peer groups within the school
6. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school (“cyberbullying”)

7. Targeting of a student based on the student's actual or perceived "differentiating" characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental, physical, developmental, or sensory disability.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victim,
2. infringes on the rights of the victim at school, or
3. substantially disrupts the education process or the orderly operation of a school,

are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

A comprehensive program, to improve the school climate, involving everyone in the schools and the community, to address bullying at all school levels is essential to reducing incidences of bullying. Such a program must involve interventions at all levels, school wide, classroom and individual.

The District's program: (*Also outlined in the section pertaining to the "Safe School Climate Plan."*)

1. Requires the development and implementation of a safe school climate plan by the Board of Education to address the existence of bullying in its schools; and teen dating violence in its schools.
2. Permits anonymous reports of bullying or teen dating violence by students to school employees and written reports of suspected bullying or teen dating violence by parents or guardians;
3. Requires school employees who witness acts of bullying or teen dating violence or receive reports of bullying or teen dating violence to orally notify the safe school climate specialist or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such an oral report;

4. Requires the safe school climate specialist to investigate or supervise the investigation of all reports of bullying or teen dating violence and ensure that such investigation is completed promptly after receipt of any written report; and that the parents or guardians of the student alleged to have committed an act or acts of bullying or teen dating violence and the parents or guardians of the student against whom such alleged act or acts were directed receive prompt notice that such investigation has commenced;
5. Requires the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. Requires each school to have a prevention and intervention strategy, as defined by statute, as amended, for school employees to deal with bullying, or teen dating violence including language about bullying and teen dating violence in student codes of conduct and in all student handbooks;
7. Provides for the inclusion of language in student codes of conduct concerning bullying and teen dating violence;
8. Requires each school to notify parents or guardians of all students involved in a verified act of bullying or teen dating violence not later than forty-eight hours after the completion of the investigation. The notice shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and to the other parent/guardian if requested. The notice must describe the school's response and any consequences that may result from further acts of bullying or teen dating violence;
9. Requires each school to invite the parents/guardians of a student against whom such act was directed to a meeting to communicate to such parents/guardians the measures being taken by the school to ensure the safety of the students against whom such act of bullying was directed and the policies and procedures in place to prevent further acts of bullying and teen dating violence;
10. Requires each school to invite the parents or guardians of a student who commits any verified act of bullying or teen dating violence ~~and the parents or guardians of the student against whom such act was directed, to a meeting, separate and distinct from the meeting of the parents/guardians of the student against whom the act of bullying or teen dating violence was directed, to discuss specific interventions undertaken by the school to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying~~ and teen dating violence;

11. Establishes a procedure for each school to document and maintain records relating to reports and investigations of bullying and teen dating violence in such school and make such list publicly available and report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
12. Requires the development of case-by-case interventions for addressing reported incidents of bullying against a single individual or recurrently perpetrated bullying or teen dating violence incidents by the same individual that may include both counseling and discipline;
13. Prohibits discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying or teen dating violence;
14. Requires the development of student safety support plans for students against whom an act of bullying or teen dating violence was directed that addresses safety measures the school will take to protect such students against further acts of bullying or teen dating violence;
15. Requires the principal of a school or the principal's designee, to notify the appropriate local law enforcement agency when such principal or the principal's designee believes that any acts of bullying or teen dating violence constitute criminal conduct;
16. Prohibits bullying and teen dating violence (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying or teen dating violence (i) creates a hostile environment at school for the student against whom such bullying or teen dating violence was directed, (ii) infringes on the rights of the student against whom such bullying or teen dating violence was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
17. Requires, at the beginning of each school year, for each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan, and
18. Requires all school employees to annually complete the training required by C.G.S. 10-220a, as amended. Such training shall include identifying and responding to bullying and preventing and responding to youth suicide;
19. Requires students and the parents/guardians of students to be notified annually at the beginning of the school year of the process by which they may make reports of bullying or teen dating violence;

20. As required, ~~but not later than January 1, 2012~~, the Board of Education shall approve the safe school climate plan developed pursuant to statute and submit such plan to the Department of Education for its review, analysis, and cooperative assistance; and approval not later than July 1, 2014; and
  
21. Requires that not later than thirty calendar days after approval by the ~~Board~~ State Department of Education, the safe school climate plan shall be made available on the, the safe school climate plan shall be made available on the Board's and each individual school in the District's Internet website and such plan is to be included in the District's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

The Board expects prompt and reasonable investigations of alleged acts of bullying and teen dating violence. The safe school climate specialist of each school is responsible for handling all complaints of alleged bullying and teen dating violence. The safe climate specialist shall investigate or supervise the investigation of all reports of bully and teen dating violence promptly.

In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the instances and damage of bullying and teen dating violence. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

### **Prevention and Intervention Strategy**

The District shall implement, as required by C.G.S. 10-222d, as amended, a prevention and intervention strategy which may include, but is not limited to:

1. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying and teen dating violence identified by the Department of Education.
2. School rules prohibiting bullying, teen dating violence, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts.
3. Adequate adult supervision of outdoor areas, hallways, the lunchroom, and other specific areas where bullying and teen dating violence is likely to occur.
4. Inclusion of grade-appropriate bullying and teen dating violence education and prevention curricula in kindergarten through high school.
5. Individual interventions with the bully or student who commits teen dating violence, parents and school employees and interventions with the ~~bullied child~~, students against

whom the acts of bullying and teen dating violence are directed, parents, and school employees.

6. School wide training related to safe school climate.
7. Student peer training, education and support.
8. Promotion of parent involvement in bullying and teen dating violence prevention through individual or team participation in meetings, trainings, and individual interventions.
9. Culturally competent school-based curriculum focusing on social-emotional learning, self-awareness and self-regulation.

### **District Safe School Climate Coordinator**

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent of Schools shall appoint, from among existing District staff, a District Safe School Climate Coordinator.

The Coordinator shall:

1. Implement the District's safe school climate plan;
2. Collaborate with safe school climate specialists, the Board, and the Superintendent to prevent, identify, and respond to bullying and teen dating violence in District schools;
3. Provide data and information derived from the safe school climate assessments, in collaboration with the Superintendent, to the Department of Education; and
4. Meet with the safe school climate specialists at least twice during the school year to discuss bullying and teen dating violence issues in the District and make recommended changes to the District's safe school climate plan.
5. Successfully complete, for the school year commencing July 1, 2014, the mental health first aid training provided by the Commissioner of mental health and Addiction Services (Such training only required once).

### **Safe School Climate Specialist**

For the school year commencing July 1, 2012, and each school year thereafter, each school Principal shall serve, or designate someone to serve, as the Safe School Climate Specialist for the school.

The Specialist in each school shall:

1. Investigate or supervise the investigation of reported acts of bullying or teen dating violence in the school in accordance with the District's Safe School Climate Plan;
2. Collect and maintain records of reports and investigations of bullying and teen dating violence in the school; and
3. Act as the primary school official responsible for preventing, identifying and responding to bullying and teen dating violence reports in the school.

### **Safe School Climate Committee**

For the school year commencing July 1, 2012, and each school year thereafter, the Principal of each District school shall establish a new committee or designate at least one existing committee that is responsible for developing and fostering a safe school climate and addressing issues related to bullying in the school. The committee must include at least one parent/guardian of a student enrolled in the school, appointed by the Principal.

The Safe School Climate Committee shall:

1. Receive copies of completed reports following investigations of bullying;
2. Identify and address patterns of bullying among students in the school;
3. Implement the provisions of the school security and safety plan, (developed pursuant to section 87 of PA 13-3) regarding the collection, evaluation and reporting of information relating to instances of disturbing or threatening behavior that may not meet the definition of bullying or teen dating violence (define in CGS 10-22d) and report such information as necessary, to the District Safe Climate Coordinator and to the school's security and safety plan.
4. Review and amend school policies relating to bullying;
5. Review and make recommendation to the District Safe School Climate Coordinator regarding the District's Safe Climate Plan based on issues and experiences specific to the school;
6. Educate students, school employees and parents and guardians of students on issues relating to bullying and teen dating violence;
7. Collaborate with the District Safe School Climate Coordinator in the collection of data regarding bullying and teen dating violence; and
8. Perform any other duties as determined by the School Principal that are related to the prevention, identification and response to school bullying and teen dating violence for the school.

Parent members of the Safe School Climate Committee are excluded from activities #1 and #2 above and from any other committee activities that may compromise student confidentiality.

### **Safe School Climate Plan**

The Board of Education shall develop and implement a Safe School Climate Plan to address the existence of bullying in its schools. Such plan shall:

1. Enable students to anonymously report acts of bullying and teen dating violence to school employees and require students and the parents or guardians of students to be notified annually of the process by which they may make such reports;
2. Enable the parents or guardians of students to file written reports of suspected bullying and teen dating violence;
3. Require school employees who witness acts of bullying or receive reports of bullying or teen dating violence to orally notify the Safe School Climate Specialist, or another school administrator if the Safe School Climate Specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying or teen dating violence, and to file a written report not later than two school days after making such oral report;
4. Require the Safe School Climate Specialist to investigate or supervise the investigation of all reports of bullying or teen dating violence and ensure that such investigation is completed promptly after receipt of any written reports made under this section;
5. Require the Safe School Climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. Include a prevention and intervention strategy for school employees to deal with bullying and teen dating violence;
7. Provide for the inclusion of language in student codes of conduct concerning bullying and teen dating violence;
8. Require each school to notify the parents or guardians of students who commit any verified acts of bullying or teen dating violence and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation. The required notification and invitation shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying and teen dating violence;
9. Require each school to invite the parents or guardians of a student who commits any verified act of bullying or teen dating violence and the parents or guardians of the student against whom such act was directed, to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the student's safety and to prevent further acts of bullying or teen dating violence;
10. Establish a procedure for each school to document and maintain records relating to reports and investigations of bullying and teen dating violence in such school and to maintain a list of the number of verified acts of bullying and teen dating violence in such school and make such list available for public inspection, and annually report such number to the Department of Education, and in such manner as prescribed by the Commissioner of Education;
11. Direct the development of case-by-case interventions for addressing repeated incidents of bullying or teen dating violence against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;

12. Prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying or teen dating violence;
13. Direct the development of student safety support plans for students against whom an act of bullying or teen dating violence was directed that addresses safety measures the school will take to protect such student against further acts of bullying or teen dating violence;
14. Require the Principal of a school, or the Principal's designee, to notify the appropriate local law enforcement agency when such Principal, or the Principal's designee, believes that any acts of bullying or teen dating violence constitute criminal conduct;
15. Prohibit bullying and teen dating violence (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board and (B) outside of the school setting if such bullying or teen dating violence (i) creates a hostile environment at school for the student against whom such bullying or teen dating violence was directed, (ii) infringes on the rights of the student against whom such bullying or teen dating violence was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
16. Require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's Safe School Climate Plan; and
17. Require that all school employees annually complete the training described in C.G.S. 10-220a, as amended.

The Superintendent shall develop rules and procedures, which carry out the provisions of this policy. In addition, the Superintendent shall provide that students and parents of students are notified of this prohibition against bullying and the penalties for violating the prohibition by ensuring the posting of such information at each school and by ensuring inclusion of such information in student and parent handbooks. This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate that is protected by state or federal law.

- (cf. 0521 – Nondiscrimination)
- (cf. 4131 – Staff Development)
- (cf. 5114 – Suspension and Expulsion/Due Process)
- (cf. 5131 – Conduct)
- (cf. 5131.21 – Violent and Aggressive Behavior)
- (cf. 5131.8 – Out-of-School Misconduct)
- (cf. 5131.912 – Aggressive Behavior)
- (cf. 5131.913 – Cyberbullying)
- (cf. 5131.91 – Hazing)
- (cf. 5144 – Discipline/Punishment)
- (cf. 5145.4 – Nondiscrimination)
- (cf. 5145.5 – Sexual Harassment)
- (cf. 5145.51 – Peer Sexual Harassment)
- (cf. 6121 – Nondiscrimination)
- (cf. 6121.1 – Equal Educational Opportunity)

Legal Reference: Connecticut General Statutes  
10-15b Access of parent or guardian to student's records. Inspection and subpoena of school or student records.  
10-222d Policy on bullying behavior as amended by PA 08-160, ~~and~~ PA 11-232 and P.A. 14-172.  
PA 06-115 An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal Guardians.  
P.A. 14-172 An Act Concerning Improving Employment Opportunities through Education and Ensuring Safe School Climates.  
P.A. 14-234 An Act Concerning Domestic Violence and Sexual Assault.

PA 11-232 An Act Concerning the Strengthening of School Bullying  
Laws.

Policy adopted: December 12, 2011

Policy Revised: September 9, 2013

INSTRUCTION:

School Calendar:

The school calendar shall annually show the beginning and ending of school dates, legal and local holidays, orientation and workshop meeting days, number of teaching days, vacation periods and other pertinent data.

The Superintendent, after consulting with the teachers association, shall recommend to the Board of Education a school calendar that will meet the requirements of the law as well as the needs of the community, students and personnel.

The Board of Education has the authority to extend or alter the calendar in the event weather conditions or an emergency situation necessitate the closing of school.

The Board of Education may declare a holiday in the schools under its jurisdiction when good reason exists.

For the school years commencing July 1, 2014, and July 1, 2015, the Board of Education may adopt the RESC approved uniform regional school calendar.

For the school year commencing July 1, 2016, and each school year thereafter, the Board of Education shall use the RESC developed and approved uniform regional school calendar.

The Board of Education may delay implementation of the uniform regional school calendar until the school year commencing July 1, 2017 because of an existing employee contract that makes the implementation of such calendar impossible.

Legal Reference: Connecticut General Statutes  
1-4 Days designated as legal holidays  
10-261 Definitions.  
PA 14-38, An Act Concerning the Recommendations of the  
Uniform Regional School Calendar Task Force.

Adopted: September 28, 1981