

**BOE Meeting Template**  
**Monday, May 11, 2015 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 3
4. AUDIENCE TO CITIZENS/STAFF/STUDENTS
5. CORRESPONDENCE
6. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS
7. CONSENT AGENDA
1. Approval of Bills 7
8. NEW BUSINESS
1. First Warning of DBS Code 1120 - Public Participation at Board of Education Meetings 19  
The Policy Committee has reviewed recommendations by CABE and is presenting the revised policy for the first warning to the board. Second warning/adoption will be included on the 5/26/15 agenda.
2. First Warning of DBS Code 3323 - Soliciting Prices (Bids & Quotations) Property 21  
The Policy Committee has reviewed recommendations by CABE and is presenting the revised policy for the first warning to the board. Second warning/adoption will be included on the 5/26/15 agenda.
3. First Warning of DBS Code 3520.1 - Information Security Breach & Notification 22  
The Policy Committee has reviewed recommendations by CABE and is presenting the revised policy for the first warning to the board. Second warning/adoption will be included on the 5/26/15 agenda.
4. First Warning of DBS Code 3520.11 - Electronic Information Security 24  
The Policy Committee has reviewed recommendations by CABE and is presenting the revised policy for the first warning to the board. Second warning/adoption will be included on the 5/26/15 agenda.
5. First Warning of DBS Code 3520.12 - Data-Based Information Management System Confidentiality Policy 26  
The Policy Committee has reviewed recommendations by CABE and is presenting the revised policy for the first warning to the board. Second warning/adoption will be included on the 5/26/15 agenda.
6. First Warning of DBS Code 3520.13 - Student Data Protection & Privacy/Cloud Based Services Student Records 34  
The Policy Committee has reviewed recommendations by CABE and is presenting the revised policy for the first warning to the board. Second warning/adoption will be included on the 5/26/15 agenda.
7. First Warning of DBS Code 5121 - Students: Examination/Grading/Rating 42  
The Policy Committee has reviewed recommendations by CABE and is presenting the revised policy for the first warning to the board. Second warning/adoption will be included on the 5/26/15 agenda.
8. First Warning of DBS Code 5141.7 - Student Sports -Concussions 44  
The Policy Committee has reviewed recommendations by CABE and is presenting the revised policy for the first warning to the board. Second warning/adoption will be included on the 5/26/15 agenda.
9. Admin. Reg. 6146 - Graduation Requirements 47

The Policy Committee has reviewed recommendations by CABE and is presenting the revised administrative regulation for the first warning to the board. Second warning/adoption will be included on the 5/26/15 agenda.

10. First Warning for DBS Code 6146: Graduation Requirements/Standards of Proficiency 51  
The Policy Committee has reviewed recommendations by CABE and is presenting the revised policy for the first warning to the board. Second warning/adoption will be included on the 5/26/15 agenda.
  11. First Warning of DBS Code 6146.2: Statewide Proficiency/Mastery Examinations 53  
The Policy Committee has reviewed recommendations by CABE and is presenting the revised policy for the first warning to the board. Second warning/adoption will be included on the 5/26/15 agenda.
  12. First Warning of DBS Code 6173 - Homebound/Hospital Instruction 56  
The Policy Committee has reviewed recommendations by CABE and is presenting the revised policy for the first warning to the board. Second warning/adoption will be included on the 5/26/15 agenda.
  13. Suspension of Bylaw DBS Code 9270- Conflict of Interest 57
  14. First Warning of DBS Code 9270 - Bylaws of the Board 58  
Amendment of Bylaw DBS Code 9270 - Conflict of Interest.
  15. Approval of Construction Contract - Somers Elementary School Partial Roof Replacement  
The Board will vote to award the construction contract for the Somers Elementary School Partial Roof Replacement (OSF State Project No. 129-0036).
  16. Approval of Construction Contract - Somers High School Partial Roof Replacement  
The Board will vote to award the construction contract for the Somers High School Partial Roof Replacement (OSF State Project No. 129-0037).
9. OLD BUSINESS
10. ADMINISTRATIVE REPORTS
1. Lunch Program Report  
Mr. Boutwell, Director of Business Services, will give an update to the board regarding the district's lunch program and will be available to answer any questions.
  2. Transportation Update  
Mr. Boutwell, Director of Business Services, will give a verbal semi-annual update to the board regarding transportation services in the district. He will be available to answer any questions board members may have.
  3. Technology Presentation and Update 59  
Rob Wilson, Director of Technology and Information Services, will give a presentation to update the board on district technology use and programs. Mr. Wilson will be available to answer any questions board members may have.
11. COMMITTEE REPORTS
1. Budget
  2. Curriculum
  3. Policy
  4. Salary & Negotiations
  5. Planning
  6. Other Committees
12. OTHER
13. EXECUTIVE SESSION  
Discuss new additions to District School Security Equipment as purchased through the State Security Grant.
14. 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 – APRIL 13, 2015**

**Members Present:** D. Palmer, R. Lees, Jr., S. Moynihan Bollinger, A. Kirkpatrick, K. McLellan, M. Rockett  
**Members Absent:** B. Devlin, J. Formeister, M. Marquardt  
**Administrators Present:** B. Boutwell, K. Pezza, Dr. D. Messina  
**Staff Present:** M. Curran  
**Citizens Present:**  
**Students Present:**  
**Others:**

**1.0 CALL TO ORDER**

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

**2.0 PLEDGE OF ALLEGIANCE**

**3.0 APPROVAL OF MINUTES**

March 23, 2015 – It was **MOVED** (K. McLellan), **SECONDED** (M. Rockett) to amend the March 23, 2015 Board of Education meeting minutes. **PASSED 6-0**. The March 23, 2015 minutes were amended as follows:

**EXECUTIVE SESSION – DISTRICT SECURITY MEASURES AND PLANS**

**Rationale:** An Executive Session will be called to review and discuss the district's security measures and plans.

- It was **MOVED** (D. Palmer), **SECONDED** (K. McLellan) to enter into Executive Session to review and discuss the district's security measures and plans and to invite Dr. Suffredini, Superintendent of Schools, as well as Lt. Jose Claudio, Somers Police, at 7:10 p.m. **Motion failed. PASSED 4-4, OPPOSED 4** (A. Kirkpatrick, J. Formeister, K. McLellan, M. Marquardt)
- It was **MOVED** (D. Palmer), **SECONDED** (K. McLellan) to enter into Executive Session to review and discuss the district's security measures and plans and to invite Dr. Suffredini, Superintendent of Schools, as well as Lt. Jose Claudio, Somers Police, at 7:15 p.m. **PASSED 7-2, OPPOSED 2** (A. Kirkpatrick, J. Formeister).

The Board came out of Executive Session at 8:18 p.m.

**4.0 AUDIENCE TO CITIZENS/STAFF/STUDENTS**

**4.1. Curriculum Presentations – Tech Ed and Library Media**

Kathleen Pezza, Director of Curriculum, reported on the Library/Media and Technology Education curricula at SES, MBA, and SHS:

### Library/Media

- **SES:** The SES Library Media Specialists provide instruction in computer skills and integrating iPads into the classroom.
  - Grades K-2 visit the Media Center to select “just right” books, and there is no formal instruction on library science.
  - Grade 3 students begin learning how a library is organized and use the on-line catalog to search for books.
  - Grades 4-5 are introduced to the Dewey Decimal system, learn how to use a table of contents as well as the glossary and index. At the end of fifth grade, students take a nationwide Technology Literacy Assessment.
- **MBA:** The MBA Library Media Specialists assist students and teachers with iPad integration and mobile computing devices into the classroom.
  - Students learn skills such as basic citations, determining reliability of websites, accessing on-line databases, finding primary source materials, and using public access catalogs in school and community libraries. They also work with PowerPoint as well as other iPad applications to create projects and share work.
  - The WMBA is a daily morning broadcast incorporating approximately 50 students who learn various broadcasting skills. Experienced WMBA students mentor new students.
  - MBA is currently increasing its catalog of eBooks and audio books through grants.
  - The Media Center was awarded the Ronald McDonald Local Hero Award which granted \$1000 for a wireless printer to be used with iPads.
- **SHS:** The SHS Library Media Specialists support teachers in the roll-out of the iPad program; provide and teach non-academic/interpersonal skills with the Advisory Program; and, they supplement the school’s Safe School Climate Plan. The Library Media Specialists work with the English, Social Studies, and World Language departments teaching research and citation skills.
  - Students learn appropriate use and academic integrity through lessons on MLA, turnitin.com, and EasyBib-School Edition.
  - Students learn to use on-line reference catalogs.

### Technology Education

- **MBA:** Sixth grade students learn about design, measurement accuracy, and transportation and movement through units on flight, mousetrap cars, and bridges. Seventh grade students focus on robotics learning about basic programming, design, and hydraulics using NXT LEGO kits. Eighth grade students continue their exploration of design and CADD by producing a piece of furniture using woodworking tools. MBA has a robotics club that meets after school and competes in competitions.
- **SHS:** There are a variety of technology courses available:
  - In the Robotics program, students learn to build VEX robots and program them using Basic C language and compete in regional VEX competitions.
  - In Engineering Graphics, students use CNC machines to bring the theoretical world of CADD into the practical world using equipment

and computers. The TIDE department is securing a grant through AT&T to acquire a CNC Plasma cutter for next year.

- In Graphic Design, students create interactive documents combining images, audio, video, and animation utilizing Adobe Flash CS5 and Dreamweaver. Beginning next year, Graphics 2 & 3 classes will start developing instructional and promotional items through the District's video streaming server.
- The Research and Development class produces an operational vehicle which is currently in the testing and training stages to compete in the CT Electrathon America Challenge on May 8, 2015. 3D printing was utilized to produce the steering wheel. Several local business members donated to the Research and Development class and helped them raise \$6650.00.
- 40 students are participating in the College Career Pathway (CCP) program that is managed by Mr. Niziolek.
- Mr. Kosloski is now teaching CAM at Goodwin College.

## **5.0 CORRESPONDENCE**

Board members received the CABA newspaper.

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

## **7.0 CONSENT AGENDA**

### **7.1. Approval of Bills**

It was **MOVED** (S. Bollinger), **SECONDED** (K. McLellan) to approve the 4/13/15 bills in the amount of \$515,000.05 as presented. **PASSED 6-0.**

## **8.0 NEW BUSINESS**

### **8.1. SHS Field Trip – NYC Art Museums**

It was **MOVED** (A. Kirkpatrick), **SECONDED** (S. Bollinger) to approve an overnight SHS field trip to New York City art museums with 9 students on 5/8-5/9/15 as proposed by Mary Curran, Art Teacher at Somers High School. **PASSED 6-0.**

## **9.0 OLD BUSINESS**

## **10.0 ADMINISTRATIVE REPORTS**

## **11.0 COMMITTEE REPORTS**

Minutes will be taken at all subcommittee meetings.

**11.1. Budget – Bill Boutwell, Director of Business Services, reported on the BOF meeting held on 4/13/15 and stated that budgets were approved as presented. The Public Hearing date changed from 4/20/15 to 4/27/15. The town meeting will continue to be held on Tuesday, 5/5/2015. The referendum vote will continue to be held on Tuesday, 5/19/2015.**

**11.2. Curriculum – No report.**

**11.3. Policy – A. Kirkpatrick reported that the next committee meeting will be held on 4/30/15 at 7 p.m. She also stated that there will be a large packet for the next Board meeting.**

**11.4. Salary & Negotiations – No report.**

**11.5. Planning – No report.**

**11.6. Other Committees – None.**

**12.0 OTHER**

**A. Kirkpatrick voiced her concern with voter turnout for last year’s referendum vote. She has asked Board members to encourage citizens at the town meeting to vote on 5/19/15.**

**13.0 ADJOURNMENT**

**It was MOVED (S. Bollinger), SECONDED (K. McLellan) to adjourn the BOE meeting at 7:49 p.m. PASSED 6-0.**

**Respectfully submitted,**

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

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

**Minutes amended at the May 11, 2015 Board of Education meeting as follows:**

**EXECUTIVE SESSION – DISTRICT SECURITY MEASURES AND PLANS**

**Rationale: An Executive Session will be called to review and discuss the district’s security measures and plans.**

- It was MOVED (D. Palmer), SECONDED (K. McLellan) to enter into Executive Session to review and discuss the district’s security measures and plans and to invite Dr. Suffredini, Superintendent of Schools, as well as Lt. Jose Claudio, Somers Police, at 7:10 p.m. Motion failed. VOTE 4-4, OPPOSED 4 (A. Kirkpatrick, J. Formeister, K. McLellan, M. Marquardt). Two-thirds vote needed to enter into Executive Session.**
- It was MOVED (D. Palmer), SECONDED (K. McLellan) to enter into Executive Session to review and discuss the district’s security measures and plans and to invite Dr. Suffredini, Superintendent of Schools, as well as Lt. Jose Claudio, Somers Police, at 7:15 p.m. PASSED 7-2, OPPOSED 2 (A. Kirkpatrick, J. Formeister).**

**The Board came out of Executive Session at 8:18 p.m.**

# Somers Board of Education General Budget Treasury Warrant

Report # 34138

Check Batch: 12392  
 Check Header: (N / A)  
 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
 Cash Account Numbers: (First) - (Last)  
 Bank Account Code: (N/A)  
 Check Authorization Code: AP GB  
 Minimum Check Amount: \$0.00  
 Sorted By:  
 Include Payable Information: No  
 Include Payable Dist Information: No  
 Include Authorization Information: Yes

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

12392	9911	05/11/2015	V02185	Allston Supply Co. Inc.	0.00	835.36
	9912	05/11/2015	V52670	Amazon	0.00	4,544.07
	9915	05/11/2015	V60064	Angeloni Refrigeration, Inc.	0.00	183.74
	9916	05/11/2015	V60041	Anthem BCBS	0.00	170,161.58
	9917	05/11/2015	V00884	Avery Portables Inc	0.00	19.64
	9918	05/11/2015	V52478	Bart Truck Equipment LLC.	0.00	327.98
	9919	05/11/2015	V61049	Buckley Associates, Inc.	0.00	583.43
	9920	05/11/2015	V61048	Budget Blinds of Enfield #2712	0.00	95.00
	9921	05/11/2015	E00063	Clarity, Michael	0.00	79.00
	9922	05/11/2015	E00066	Clark, Patricia	0.00	152.66
	9923	05/11/2015	V00204	CREC	0.00	5,000.00
	9924	05/11/2015	V54321	Custom Printing & Copy, Inc.	0.00	96.75
	9925	05/11/2015	V60709	DBS Energy Inc.	0.00	2,815.20
	9926	05/11/2015	V00242	Dinn Brothers, Inc.	0.00	129.00
	9927	05/11/2015	V01275	Dan Lapierre - Golf Professional	0.00	600.00
	9928	05/11/2015	V61041	EPS Literacy & Intervention	0.00	536.36
	9929	05/11/2015	V02186	Flinn Scientific, Inc.	0.00	189.95
	9930	05/11/2015	V60951	Follett School Solutions, Inc	0.00	256.53
	9931	05/11/2015	V61017	Frontier Communications	0.00	44.43
	9932	05/11/2015	V00511	Grainger	0.00	315.87

# Somers Board of Education General Budget Treasury Warrant

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	9933	05/11/2015	E00126	Grenier, Lisa	0.00	35.08
	9934	05/11/2015	V51232	Hartford Hospital	0.00	6,095.00
	9935	05/11/2015	V01790	Heinemann	0.00	577.50
	9936	05/11/2015	V21177	Home Depot CRC	0.00	214.84
	9937	05/11/2015	E00151	Ingram, Nancy	0.00	28.20
	9938	05/11/2015	V52848	Intensive Education Academy, Inc.	0.00	4,218.72
	9939	05/11/2015	V01827	Kamco Supply Corp.	0.00	570.28
	9940	05/11/2015	V00665	Kelly-Fradet Lumber	0.00	41.28
	9941	05/11/2015	V60721	Learning Incentive Inc, The	0.00	5,100.00
	9942	05/11/2015	V02898	MagnaKleen Services	0.00	202.70
	9943	05/11/2015	E00218	McCarthy, Heidi	0.00	149.43
	9944	05/11/2015	V54065	Mehl, Thomas R	0.00	450.00
	9945	05/11/2015	V01013	NASCO Fort Atkinson	0.00	576.53
	9946	05/11/2015	V60104	Nixon Company Inc., The	0.00	207.00
	9947	05/11/2015	E00239	Niziolek, Mike	0.00	101.22
	9948	05/11/2015	E00248	Orvis, Erin	0.00	34.90
	9949	05/11/2015	V60568	Pediatric Services of America Inc	0.00	2,632.50
	9950	05/11/2015	V60925	ReadyNurse Staffing Services	0.00	4,779.00
	9951	05/11/2015	V52074	Really Good Stuff, Inc.	0.00	150.35
	9952	05/11/2015	V02610	Reliable Welding & Speed, LLC.	0.00	247.78
	9953	05/11/2015	V21307	Resources for Reading	0.00	141.20
	9954	05/11/2015	V51134	Richco Products, Inc.	0.00	166.83
	9955	05/11/2015	V60760	School Neuropsychology Associates, LLC	0.00	570.00
	9956	05/11/2015	V01292	School Specialty, Inc.	0.00	209.93
	9957	05/11/2015	V53661	Scott's Sports Supplies	0.00	119.98
	9958	05/11/2015	V51324	Sherwin-Williams Co., The	0.00	158.50
	9959	05/11/2015	V60026	Signarama	0.00	185.00
	9960	05/11/2015	V60031	SNE Building Systems	0.00	614.50
	9961	05/11/2015	V01485	Social Studies School Services	0.00	55.94
	9962	05/11/2015	V02404	Somers Ace Hardware	0.00	1,280.36
	9963	05/11/2015	V60809	Somers Mechanical Services, LLC	0.00	945.00
	9964	05/11/2015	V00548	Somers Sanitation Service, Inc.	0.00	1,189.70
	9965	05/11/2015	V01591	Town of Somers	0.00	9,409.06
	9966	05/11/2015	M02015	T. J. Conway Company	0.00	1,600.36
	9967	05/11/2015	V60983	The OMNI Group	0.00	28.00
	9968	05/11/2015	V54048	TPRS Publishing, Inc.	0.00	165.00
	9969	05/11/2015	V53945	Transcanda Power Marketing LTD	0.00	14,878.45

## Somers Board of Education General Budget Treasury Warrant

Report # 34138

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	9970	05/11/2015	M53099	Tull Brothers, Inc.	0.00	706.84
	9971	05/11/2015	V54059	Verizon Wireless	0.00	528.20
	9972	05/11/2015	V00882	West Music Company	0.00	385.56
	9973	05/11/2015	V02738	William V. MacGill & Co.	0.00	192.84
	9974	05/11/2015	E00571	Wilson, Robert	0.00	123.69
	9975	05/11/2015	E00243	Zamorski, Melanie	0.00	223.80
<b>Totals:</b>					0.00	\$247,257.60

63 Checks Listed.

# Somers Board of Education General Journal Register

Report # 34137  
Batch: 12384  
Transaction: N/A  
Show Summary Only: Yes

<b>Batch #</b>	<b>Control Total</b>	<b>Status</b>	<b>Created By</b>	<b>Created On</b>	<b>Last Updated By</b>	<b>Last Updated On</b>
12384	\$247,257.60	Posted	lbergamini	05/04/2015	lbergamini	05/05/2015

<b>General Ledger Distribution Summary</b>						
Period, Fiscal Year	Account Number	Account Description	DTF Base	Over Budget	Debits	Credits
<b>May, 2015</b>						
<b>Generated Distributions</b>						
	10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			245,682.79	0.00
	10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	245,682.79
		Total Generated Distributions			<b>\$245,682.79</b>	<b>\$245,682.79</b>
<b>User-Entered Distributions</b>						
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			266.00	0.00
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	247,523.60
	10-100-2-2-00-242-611-01-5-01183	K-5 FIFTH GRADE SUPPLIES			121.58	0.00
	10-100-2-2-02-242-611-01-5-00161	K-5 - ART SUPPLIES		Yes	576.53	0.00
	10-100-2-2-08-242-611-01-5-01580	SES - WORLD LANGUAGE			165.00	0.00
	10-100-2-2-14-241-611-01-5-00155	K-5 - GENERAL SUPPLIES			459.68	0.00
	10-100-2-2-14-242-611-01-5-00652	K-5 - KINDERGARTEN SUPPLIES			152.50	0.00
	10-100-2-2-16-242-611-01-5-00722	K-5 - LANGUAGE ARTS SUPPLIES			1,042.22	0.00
	10-100-2-2-20-242-611-01-5-00169	K-5 - MUSIC SUPPLIES			581.81	0.00
	10-100-2-2-28-242-611-01-5-00202	K-5 - SCIENCE/HEALTH SUPPLIES			63.10	0.00
	10-100-2-3-14-241-611-01-5-00157	MA - GENERAL SUPPLIES			96.75	0.00
	10-100-2-3-16-242-611-01-5-00184	MA - LANGUAGE ARTS SUPPLIES			135.80	0.00
	10-100-2-3-30-242-611-01-5-00210	MA - SOCIAL STUDIES SUPPLIES			55.94	0.00
	10-100-2-4-04-242-611-01-5-00176	HS - BUSINESS ED SUPPLIES			1,104.81	0.00
	10-100-2-4-08-242-611-01-5-00175	HS - FOREIGN LANGUAGE SUPPLIES			41.98	0.00
	10-100-2-4-12-242-611-01-5-00183	HS - TECHNOLOGY ED SUPPLIES			402.83	0.00
	10-100-2-4-18-242-611-01-5-00191	HS - MATH SUPPLIES		Yes	109.42	0.00
	10-100-2-4-30-242-611-01-5-01644	HS - SOCIAL STUDIES SUPPLIES			43.94	0.00
	10-100-2-4-30-243-611-01-5-00887	HS - SOCIAL STUDIES WORKBOOKS			0.00	0.00
	10-100-2-5-14-241-611-01-5-00873	SW - GENERAL COMPUTER SUPPLIES			841.01	0.00
	10-100-8-2-66-910-730-01-5-00603	K-5 CAPITAL OUTLAY			149.99	0.00
	10-120-9-9-98-242-611-01-5-00212	SP ED - K-5 SUPPLIES			53.94	0.00
	10-120-9-9-98-242-611-01-5-01334	SP ED INTER. SUPPLIES			59.50	0.00
	10-120-9-9-98-955-330-02-5-01117	SP ED-INDEPENDENT EVALUATIONS			0.00	0.00
	10-120-9-9-98-955-330-02-5-01142	SPED - CONSULTANT FEES			570.00	0.00
	10-120-9-9-98-955-330-02-5-01674	SP ED - CONTRACTED SERVICES			2,632.50	0.00

## Somers Board of Education General Journal Register

Report # 34137

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On	
12384	\$247,257.60	Posted	lbergamini	05/04/2015	lbergamini	05/05/2015	
					21.94	0.00	
		MA - GUIDANCE INSTRUCT. SUPPLY					
		10-213-3-2-48-412-112-02-5-00316			Yes	3,807.00	0.00
		K-5 - NURSE'S SALARY					
		10-213-3-4-48-421-323-02-5-01146			Yes	192.84	0.00
		SW HEALTH SUPPLIES					
		10-213-3-5-48-412-112-02-5-00319			Yes	972.00	0.00
		SW - NURSE SUBSTITUTE					
		10-221-1-4-50-251-580-05-5-00267				35.08	0.00
		HS - TRAVEL/IN-SERVICE					
		10-222-2-2-52-231-642-03-5-00136			Yes	120.80	0.00
		K-5 - LIBRARY BOOKS					
		10-222-2-2-52-231-642-03-5-00140			Yes	37.88	0.00
		K-5 - NEWSPAPERS/MAGAZINES					
		10-222-2-2-52-231-690-03-5-00151				152.66	0.00
		K-5 - OTHER LIBRARY SUPPLIES					
		10-222-2-2-52-233-611-03-5-00144				97.85	0.00
		K-5 - A.V. MATERIALS					
		10-231-1-5-74-134-330-10-5-00045				28.00	0.00
		B.O.E. - OTHER PROF. SERVICES					
		10-231-1-5-74-134-590-10-5-00049			Yes	129.00	0.00
		B.O.E. - PRINTING					
		10-240-1-2-40-258-690-04-5-00301				22.90	0.00
		K-5 - OFFICE SUPPLIES					
		10-240-1-3-40-258-690-04-5-00303				68.19	0.00
		MA - OFFICE SUPPLIES					
		10-259-1-2-40-123-590-04-5-00015				245.98	0.00
		K-5 - FORMS & PRINTING					
		10-260-5-2-62-722-430-08-5-01141			Yes	2,649.17	0.00
		K-5 BUILDING REPAIRS					
		10-260-5-2-64-642-530-04-5-00363			Yes	145.79	0.00
		K-5 - TELEPHONE					
		10-260-5-3-28-722-430-01-5-00383				189.95	0.00
		MA - SCIENCE MAINTENANCE					
		10-260-5-3-64-642-530-04-5-00365			Yes	111.36	0.00
		MA - TELEPHONE					
		10-260-5-4-12-722-430-01-5-00395			Yes	63.94	0.00
		HS - TECHNOLOGY ED MAINTENANCE					
		10-260-5-4-64-642-530-04-5-00366				106.26	0.00
		HS - TELEPHONE					
		10-260-5-5-64-642-530-04-5-00367			Yes	209.22	0.00
		CO - TELEPHONE					
		10-260-5-6-62-650-613-05-5-00377				481.63	0.00
		SW - CUSTODIAL SUPPLIES					
		10-260-5-6-62-722-430-01-5-01077				1,273.04	0.00
		SW - COMPUTER MAINTENANCE					
		10-260-5-6-62-722-430-08-5-00430				383.57	0.00
		MA - BUILDING MAINTENANCE					
		10-260-5-6-62-722-430-08-5-00439			Yes	3,291.51	0.00
		HS - BUILDING MAINTENANCE					
		10-260-5-6-62-722-430-08-5-00439			Yes	0.00	266.00
		HS - BUILDING MAINTENANCE					
		10-260-5-6-62-722-430-08-5-00440			Yes	370.04	0.00
		SW - EQUIPMENT REPAIR					
		10-260-5-6-62-722-430-08-5-00444				1,189.70	0.00
		SW - RUBBISH REMOVAL					
		10-260-5-6-62-722-430-08-5-00445			Yes	947.20	0.00
		SW - TOOL SUPPLY					
		10-260-5-6-62-722-430-08-5-00447			Yes	594.12	0.00
		SW - GENERAL REPAIR					
		10-260-5-6-62-722-430-08-5-00467			Yes	992.44	0.00
		SW - GENERAL PAINT					
		10-260-5-6-64-641-620-05-5-00358				5,303.03	0.00
		K-5 - ELECTRICITY					
		10-260-5-6-64-641-620-05-5-00360			Yes	6,862.50	0.00
		MA - ELECTRICITY					
		10-260-5-6-64-641-620-05-5-00361				5,528.12	0.00
		HS - ELECTRICITY					
		10-270-4-5-84-521-627-12-5-00327				9,242.72	0.00
		BUS FUEL					
		10-279-4-5-84-722-627-12-5-00341				166.34	0.00
		SW - GASOLINE SCHOOL VEHICLES					
		10-280-6-5-82-820-200-13-5-01185			Yes	7,437.60	0.00
		SW - HEALTH MAINTENANCE ORG.					
		10-280-6-5-82-820-200-13-5-01186				42,146.53	0.00
		SW - PREFERRED PROVIDER ORG.					

## Somers Board of Education General Journal Register

Report # 34137


Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
12384	\$247,257.60	Posted	lbergamini	05/04/2015	lbergamini	05/05/2015
10-280-6-5-82-820-200-13-5-01228		SW - HEALTH SAVINGS ACCOUNT			120,577.45	0.00
10-320-7-3-42-880-690-06-5-00594		MA - ATHLETIC SUPPLIES			302.92	0.00
10-320-7-4-42-880-690-06-5-00595		HS - ATHLETIC SUPPLIES			943.78	0.00
10-320-7-4-42-880-690-06-5-00601		HS - ATHLETIC AWARDS			207.00	0.00
10-611-6-5-88-945-560-14-5-01231		TUITION-NON SPECIAL EDUCATION			5,000.00	0.00
10-613-9-9-88-955-561-14-5-00673		SP ED - TUITION		Yes	15,413.72	0.00
Total User-Entered Distributions					<b>\$247,789.60</b>	<b>\$247,789.60</b>
Total for May, 2015					<b>\$493,472.39</b>	<b>\$493,472.39</b>
<b>Grand Total for Batch # 12384</b>					<b>\$493,472.39</b>	<b>\$493,472.39</b>

280 Transactions Listed.

# Somers Board of Education General Budget Treasury Warrant

Check Batch: 12343  
 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:** 4/22/15  


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 William B. Boutwell, Director of Business Services

12343	9848	04/27/2015	V61043	568Systems, Inc	0.00	750.00
	9849	04/27/2015	V58674	Administrator, Unemployment Compensation	0.00	206.00
	9850	04/27/2015	V60028	Airex Filter Corporation	0.00	98.91
	9851	04/27/2015	V60790	Alternative Access Assistive Technology	0.00	507.50
	9852	04/27/2015	V52306	AmeriPride Services, Inc	0.00	166.99
	9853	04/27/2015	V02141	Apple Inc.	0.00	3,518.00
	9854	04/27/2015	V00884	Avery Portables Inc	0.00	50.00
	9855	04/27/2015	V60123	B&H Photo-Video	0.00	653.21
	9856	04/27/2015	V02406	Billings Sports, Inc.	0.00	1,981.50
	9857	04/27/2015	V01267	Blick Art Materials	0.00	139.81
	9858	04/27/2015	V60574	CLG Electric LLC	0.00	332.00
	9859	04/27/2015	V02198	The Connecticut Water Company	0.00	2,821.62
	9860	04/27/2015	E00076	Cotzin, Gary	0.00	71.30
	9861	04/27/2015	V00204	CREC	0.00	4,729.00
	9862	04/27/2015	V60961	Data Management, Inc	0.00	165.00
	9863	04/27/2015	V00236	Demco, Inc.	0.00	183.39
	9864	04/27/2015	V60089	Dime Oil Company LLC	0.00	22,317.13
	9865	04/27/2015	V61042	Drobka Scenic Inc	0.00	1,114.00
	9866	04/27/2015	V00159	Eversource Energy	0.00	14,183.59
	9867	04/27/2015	V54168	First Student, Inc	0.00	358.14

# Somers Board of Education General Budget Treasury Warrant

Report # 34009

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	9868	04/27/2015	V02186	Flinn Scientific, Inc.	0.00	243.79
	9869	04/27/2015	V60951	Follett School Solutions, Inc	0.00	240.44
	9870	04/27/2015	V53718	Free Spirit Publishing	0.00	48.91
	9871	04/27/2015	V61017	Frontier Communications	0.00	963.19
	9872	04/27/2015	V54081	Graduate Pest Solutions, Inc.	0.00	158.00
	9873	04/27/2015	V00511	Grainger	0.00	819.04
	9874	04/27/2015	V53439	Group Dynamic	0.00	22.20
	9875	04/27/2015	V02396	Hobart Service	0.00	228.38
	9876	04/27/2015	V54063	HSABank	0.00	270.00
	9877	04/27/2015	E00166	Kelleher, Michelle	0.00	11.50
	9878	04/27/2015	V00665	Kelly-Fradet Lumber	0.00	75.65
	9879	04/27/2015	E00189	Levesque, Dana	0.00	64.40
	9880	04/27/2015	V60467	M-F Athletic	0.00	411.17
	9881	04/27/2015	V02898	MagnaKleen Services	0.00	203.90
	9882	04/27/2015	E00210	Mailhot, LeeAnne	0.00	76.49
	9883	04/27/2015	E00219	McCarthy, Ken	0.00	29.98
	9884	04/27/2015	V54065	Mehl, Thomas R	0.00	1,195.00
	9885	04/27/2015	V54106	Mountain Math	0.00	49.95
	9886	04/27/2015	V01013	NASCO Fort Atkinson	0.00	382.46
	9887	04/27/2015	V54074	NASSP/NASC	0.00	95.00
	9888	04/27/2015	V53537	NASSP/NHS	0.00	385.00
	9889	04/27/2015	V60802	Odysseyware	0.00	224.50
	9890	04/27/2015	V53849	NCS Pearson, Inc.	0.00	305.50
	9891	04/27/2015	V60568	Pediatric Services of America Inc	0.00	213.75
	9892	04/27/2015	V60872	Pneumatic Systems Co. LLC	0.00	582.40
	9893	04/27/2015	V53593	Poland Spring	0.00	59.89
	9894	04/27/2015	V60803	Preswick House, Inc	0.00	47.90
	9895	04/27/2015	V60864	Pullman & Comley, LLC	0.00	4,189.50
	9896	04/27/2015	V60925	ReadyNurse Staffing Services	0.00	5,076.00
	9897	04/27/2015	V01779	S&S Worldwide	0.00	374.30
	9898	04/27/2015	V60760	School Neuropsychology Associates, LLC	0.00	1,200.00
	9899	04/27/2015	V01292	School Specialty, Inc.	0.00	871.64
	9900	04/27/2015	V02404	Somers Ace Hardware	0.00	317.35
	9901	04/27/2015	V00886	Somers Lunch Program	0.00	4.75
	9902	04/27/2015	V00024	Stanton Equipment, Inc	0.00	763.56
	9903	04/27/2015	V02225	Staples Credit Plan	0.00	66.17
	9904	04/27/2015	V01000	Town of Somers BOE	0.00	13,549.21

# Somers Board of Education General Budget Treasury Warrant

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	9905	04/27/2015	M53099	Tull Brothers, Inc.	0.00	295.00
	9906	04/27/2015	V53987	U.S. Bancorp Equipment Finance, Inc	0.00	2,050.54
	9907	04/27/2015	V21164	Unum Life Insurance Company of America	0.00	3,776.11
	9908	04/27/2015	V60949	USSC	0.00	179.90
	9909	04/27/2015	V52399	W.R. Robinson Lumber	0.00	701.77
	9910	04/27/2015	E00355	Wyllie, Tracy	0.00	7.97
<b>Totals:</b>					0.00	\$95,179.25

63 Checks Listed.

# Somers Board of Education General Journal Register

Report # 34008  
Batch: 12309  
Transaction: N/A  
Show Summary Only: Yes

<b>Batch #</b> 12309	<b>Control Total</b> \$95,179.25	<b>Status</b> Posted	<b>Created By</b> lbergamini	<b>Created On</b> 04/20/2015	<b>Last Updated By</b> lbergamini	<b>Last Updated On</b> 04/22/2015
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General Ledger Distribution Summary						
Period, Fiscal Year	Account Number	Account Description	DTF Base	Over Budget	Debits	Credits
<b>April, 2015</b>						
<b>Generated Distributions</b>						
	10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			93,279.66	0.00
	10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	93,279.66
		Total Generated Distributions			<b>\$93,279.66</b>	<b>\$93,279.66</b>
<b>User-Entered Distributions</b>						
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	95,179.25
	10-100-2-2-00-242-611-01-5-01182	K-5 FOURTH GRADE SUPPLIES			57.40	0.00
	10-100-2-2-02-242-611-01-5-00161	K-5 - ART SUPPLIES			139.81	0.00
	10-100-2-2-14-241-611-01-5-00155	K-5 - GENERAL SUPPLIES			777.32	0.00
	10-100-2-2-14-242-611-01-5-00846	K-5 - THIRD GRADE SUPPLIES			66.17	0.00
	10-100-2-2-18-242-611-01-5-00187	K-5 - MATH SUPPLIES			49.95	0.00
	10-100-2-2-22-242-611-01-5-00193	K-5 - PHYSICAL ED SUPPLIES			374.30	0.00
	10-100-2-2-28-242-611-01-5-00202	K-5 - SCIENCE/HEALTH SUPPLIES			76.49	0.00
	10-100-2-3-12-242-611-01-5-00182	MA - TECHNOLOGY ED SUPPLIES			701.77	0.00
	10-100-2-3-28-242-611-01-5-00204	MA - SCIENCE SUPPLIES			243.79	0.00
	10-100-2-4-12-242-611-01-5-00183	HS - TECHNOLOGY ED SUPPLIES			158.27	0.00
	10-100-2-4-26-242-611-01-5-01070	HS - ENGLISH SUPPLIES			47.90	0.00
	10-100-2-4-28-242-611-01-5-00206	HS - SCIENCE SUPPLIES			11.50	0.00
	10-100-2-5-14-241-611-01-5-00873	SW - GENERAL COMPUTER SUPPLIES			112.25	0.00
	10-100-2-5-44-242-611-03-5-00222	SW - A.V. SUPPLIES			142.99	0.00
	10-100-8-4-66-910-730-01-5-00965	HS - TECH ED CAPITAL OUTLAY			4,028.22	0.00
	10-120-9-9-98-243-611-01-5-01002	SP ED - TESTING			305.50	0.00
	10-120-9-9-98-251-580-05-5-00272	SP ED - TRAVEL/IN-SERVICE			84.00	0.00
	10-120-9-9-98-955-330-02-5-01117	SP ED-INDEPENDENT EVALUATIONS			1,200.00	0.00
	10-120-9-9-98-955-330-02-5-01142	SPED - CONSULTANT FEES			507.50	0.00
	10-120-9-9-98-955-330-02-5-01674	SP ED - CONTRACTED SERVICES			213.75	0.00
	10-212-2-3-46-242-611-02-5-00224	MA - GUIDANCE INSTRUCT. SUPPLY			48.91	0.00
	10-213-3-2-48-412-112-02-5-00316	K-5 - NURSE'S SALARY		Yes	4,725.00	0.00
	10-213-3-5-48-412-112-02-5-00319	SW - NURSE SUBSTITUTE		Yes	351.00	0.00
	10-221-1-2-50-251-580-05-5-00259	K-5 - TRAVEL/IN-SERVICE			64.40	0.00
	10-221-1-2-52-231-690-05-5-00280	K-5 - PROFESSIONAL LIBRARY			11.24	0.00



## Somers Board of Education General Journal Register

Report # 34008

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
12309	\$95,179.25	Posted	lbergamini	04/20/2015	lbergamini	04/22/2015
		10-260-5-6-64-722-690-05-5-00373	SW - WATER		2,821.62	0.00
		10-279-4-4-42-530-580-06-5-00337	HS - ATHLETIC TRIPS		358.14	0.00
		10-280-6-5-82-820-200-13-5-00509	SW - FLEXIBLE SPENDING ACCT		22.20	0.00
		10-280-6-5-82-820-200-13-5-00510	DENTAL		13,000.00	0.00
		10-280-6-5-82-820-200-13-5-00513	L.T.D.		3,776.11	0.00
		10-280-6-5-82-820-200-13-5-00517	UNEMPLOYMENT INSURANCE		206.00	0.00
		10-280-6-5-82-820-200-13-5-01228	SW - HEALTH SAVINGS ACCOUNT		819.21	0.00
		10-320-7-3-42-880-690-06-5-00594	MA - ATHLETIC SUPPLIES		382.46	0.00
		10-320-7-4-42-880-690-06-5-00595	HS - ATHLETIC SUPPLIES		2,422.65	0.00
		10-611-6-5-88-945-560-14-5-01231	TUITION-NON SPECIAL EDUCATION		4,545.00	0.00
				Total User-Entered Distributions	<u>\$95,179.25</u>	<u>\$95,179.25</u>
				Total for April, 2015	<u>\$188,458.91</u>	<u>\$188,458.91</u>
				<b>Grand Total for Batch # 12309</b>	<u><b>\$188,458.91</b></u>	<u><b>\$188,458.91</b></u>

225 Transactions Listed.

*A revised recommended policy to consider.*

## **Community Relations**

### **Public Participation at Board of Education Meetings**

The regular and special meetings of the Board of Education are open to the public and representatives of the press except that a part of any meeting may be designated an executive session as provided by law. (See 9324 for details)

The Board of Education welcomes participation of interested organizations and individuals. Advance announcement of all regular and special meetings of the Board of Education is made through posting the agenda, District website, through notices to newspapers, and directly to citizens and community and professional organizations who specifically request such notification. A reasonable charge may be made for those persons or organizations requesting advance announcements of meetings and agenda backup materials.

Board meetings are meetings held in public and are not open hearings. Once the Board moves into regular agenda the public may participate as allowed by the Chairperson and with the following restrictions:

1. Questions and/or comments are to be restricted to the specific agenda item being discussed;
2. Board members shall be recognized first for comments and/or questions;
3. Questions and/or comments by the public may be restricted by the Board Chairperson;
4. The Chairperson may, at his/her discretion, curtail public discussion at any time.

Any citizen may appear before the Board to express his/her opinion concerning the educational program of the District. ~~The public is advised that any discussion of specific Board employees will not be allowed at meetings and should be addressed to that employee's immediate supervisor.~~ The Board encourages members of the public to address complaints concerning individual District personnel through the proper chain of command. The Board agenda provides opportunities for comments and questions from persons attending the meeting. Persons wishing to address the Board should give their names and addresses.

(cf. 1312 - Public Complaints)

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agents to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.

1-226 Broadcasting or photographing meetings.

## Community Relations

### Public Participation at Board of Education Meetings (continued)

Legal Reference: Connecticut General Statutes (continued)

19a-342 Smoking in public meetings in rooms of public building prohibited.

1-227 Mailing of notice of meetings to persons filing written request. Fees.

1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.

1-232 Conduct of meetings.

1-206 Denial of access to public records or meetings.

10-238 Petition for hearing by board of education.

Policy adopted:

cps 4/99  
rev 1/15

**Business/Non-Instructional Operations** (revised policy)**Soliciting Prices (Bids and Quotations)**

All contracts for, and purchases of supplies, materials, equipment and contractual services in the amount of ~~\$5,000~~ \$10,000 or more shall be based, when possible, on at least three competitive bids. All purchases less than ~~\$5,000~~ \$10,000 in amount may be made in the open market, but shall, when possible, be based on at least three competitive quotations or prices. All purchases made in the open market shall be consummated after careful pricing. In an emergency situation these requirements may be waived by the Superintendent. The Superintendent shall notify the Board Chairman as soon as possible and the entire Board of Education at the next regularly scheduled meeting.

All contracts and all open market orders will be awarded to the lowest responsible qualified contractor or supplier, taking into consideration all of the factors set forth in policy #3320.

When bidding procedures are used, bids shall be advertised in the area newspapers for at least one day. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding on the items or services being bid.

All bids must be submitted in sealed envelopes, addressed to the appropriate school and plainly marked with the name of the bids and the time of the opening. Bids shall be opened at the time specified and all bidders and other interested persons shall be invited to be present.

The school district reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the town/city. The school district reserves the right to waive any informalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

Legal Reference:      Connecticut General Statutes

7-148v Requirements for competitive bidding

P.A. 13-71 An Act Concerning Requirements for Competitive Bidding for the Award of Contracts or Purchase of Property by Municipalities

Policy adopted:

October 27, 2008

## Business and Non-Instructional Operations

### Information Security Breach and Notification –

The Board of Education is concerned about the rise in identity theft and the need for prompt notification when security breaches occur. Therefore, the District will take reasonable security measures to guard against the foreseeable loss or exposure of restricted personal information about staff, students, and parents. The District will consider practices concerning physical, technical and administrative safeguards for both paper and electronic records.

To this end, the Board directs the Superintendent of Schools, in accordance with appropriate business and technology personnel, to establish regulations which:

- Identify and/or define the types of private information that is to be kept secure. For purposes of this policy, “private information” does not include information that can lawfully be made available to the general public pursuant to federal or state law or regulation;
- Include procedures to identify any breaches of security that result in the release of private information; and
- Include procedures to notify persons affected by the security breach.

Any breach of the district’s computerized data which compromises the security, confidentiality, or integrity of personal information and information pertaining to District security and maintained by the District shall be promptly reported to the Superintendent and the Board of Education. However, good faith acquisition of personal information by an officer or employee or agent of the District for the purposes of the District is not considered a breach of the security of the system, provided that the private information is not used or subject to unauthorized disclosure.

Legal Reference: Connecticut General Statutes  
 1-19(b)(11) Access to public records. Exempt records.  
 7-109 Destruction of documents.  
 10-15b Access of parent or guardians to student’s records.  
 10-209 Records not to be public.  
 11-8a Retention, destruction and transfer of documents  
 11-8b Transfer or disposal of public records. State Library Board to adopt regulations.  
 46b-56 (e) Access to Records of Minors. Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).  
 Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).  
 Dept. of Education 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education

Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

42 U.S.C. 1320d-1320d-8, P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA)

65 Fed. Reg. 503 12-50372

65 Fed. Reg. 92462-82829

63 Fed. Reg. 43242-43280

67 Fed. Reg. 53182-53273

Policy adopted:

## **Business and Non-Instructional Operations**

### **Electronic Information Security**

The objective of electronic information security is to ensure business continuity and minimize business damage by preventing, controlling and minimizing the impact of security breaches. The purpose of this policy is to protect the Somers Public School system's electronic information resources from threats, whether internal or external, deliberate or accidental. Electronic information resources are defined as all District computer equipment, including any desktop or laptop computers and all hardware owned or leased by the school system; the District's computer network, and any computer software licensed to the District; and stored data. This policy shall apply to all users, whether or not affiliated with the District, of District electronic information resources as well as to all uses of those resources, wherever located.

The School System will maintain access management processes to ensure that appropriate access will be afforded to electronic information resources.

Availability of the electronic information infrastructure is crucial to the continued effectiveness of the Somers Public Schools. The District will develop and implement procedures in accordance with prevailing industry standards and applicable federal and state law to manage environmental, developmental and disaster recovery requirements.

The District will educate all users regarding acceptable use and proper security procedures for electronic information resources.

The District will manage electronic information resources in accordance with applicable federal and state law and regulations, including laws regarding the confidentiality of student and personnel information and access to public records.

(cf. 3520.1 – Information Security Breach and Notification)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

7-109 Destruction of documents.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

## **Business and Non-Instructional Operations**

### **Electronic Information Security**

Legal Reference: Connecticut General Statutes (continued)

46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).

Dept. of Educ, 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

42 U.S.C. 1320d-1320d-8, P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA)

65 Fed. Reg. 503 12-50372

65 Fed. Reg. 92462-82829

63 Fed. Reg. 43242-43280

67 Fed. Reg. 53 182-53273

Policy adopted:

## **Business and Non-Instructional Operations**

### **Data-Based Information Management System**

#### **Confidentiality Policy**

It is the policy of the Somers District to respect the privacy, dignity, and confidentiality of all students attending the Somers School District. This policy covers student records, medical information, and other personally identifiable sources of information. It is the policy of the District that such personally identifiable information should only be viewed or received by School District employees who have a legitimate educational interest in viewing or receiving the information, as well as those officials involved in a supervisory capacity over the school in which the students are enrolled. This policy shall not apply to the District's library records, including Internet logs, the disclosure of which shall be regulated by state and federal law.

#### **Student Records and Personally Identifiable Information**

It is the policy of the District that the building Principal of each school, or his/her designee, shall be the custodian of all student records for that school. The District will only release records in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 ("FERPA"), as well as other relevant federal and state mandates as they relate to student records, personally identifiable information, and confidentiality. Accordingly, the District will only release personally identifiable information, other than directory information defined herein, to the following individuals or situations:

1. School officials, who have been determined by such agency or institution to have legitimate educational interests in the records.
2. Officials of another public school, including a public charter school, in which the student seeks or intends to enroll. Disclosure of personally identifiable information will be made only upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.
3. Authorized representatives of the Comptroller General of the United States; the Attorney General of the United States; the Secretary of Education; or state and local educational authorities, under the following conditions; the school shall provide such authorized representatives access to student or other records that may be necessary in connection with the audit, evaluation, or enforcement of State and federally supported education programs, but shall not permit such representatives to collect personally identifiable information unless specifically authorized to do so by state and federal law or if the parent or eligible student has given written consent for the disclosure.
4. In connection with a student's application for, or receipt of, financial aid, if such information is necessary to determine eligibility for, the amount of, or the conditions for financial aid, or to enforce the terms and conditions of financial aid.

## **Business and Non-Instructional Operations**

### **Data-Based Information Management System**

#### **Confidentiality Policy**

#### **Student Records and Personally Identifiable Information (continued)**

5. State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974, if the disclosure concerns the juvenile justice system and its ability effectively to serve the student whose records are released. If reporting or disclosure is permitted pursuant to a state statute concerning the juvenile justice system adopted after November 19, 1974, such disclosure may be made without consent only if the officials and authorities to whom the records are disclosed certify in writing to the school district that the information will not be disclosed to any other party without the prior, written consent of the parent of the student, except as provided under State law.
6. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, so long as the study does not permit personal identification of parents or students by individuals other than representatives of the organization and the information is destroyed after it is no longer needed for the purposes for which the study was conducted.
7. Accrediting organizations in order to carry out their accrediting functions.
8. Parents of an eligible student who claim that student as a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.
9. Disclosure is required to comply with a judicial order or lawfully issued subpoena, provided that the educational agency makes a reasonable effort to notify the parent or the eligible student in advance of compliance, unless such disclosure is in compliance with (a) a federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (b) any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.
10. Disclosure is required in connection with a health and safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
11. Between two or more public schools in which the student is enrolled or receiving services.
12. If the school district initiates legal action against a parent or student, the school district may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff.

## **Business and Non-Instructional Operations**

### **Data-Based Information Management System**

#### **Confidentiality Policy**

#### **Student Records and Personally Identifiable Information (continued)**

13. If a parent or eligible student initiates legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's educational records that are relevant for the school district to defend itself.
14. To the Attorney General of the United States or his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of Title 18, U.S. Code.

Employees of the District who have access to personally identifiable information shall keep such information confidential and shall not share such information with others who do not have a legitimate educational interest in such information. When receiving an inquiry from individuals who are not specifically known to be qualified to receive the information, the employee shall consult the "Student Records" policy, #5125, prior to the disclosure of any personally identifiable information, to determine if the individual seeking such information is listed as a person entitled to receive such information. The employee shall not disclose any information until appropriate written authorization has been received. The building Principal for each school, or his/her designee, shall make the final determination about whether an employee of the District has a legitimate educational interest in personally identifiable information.

Employees receiving personally identifiable information shall safeguard the information from dissemination to unauthorized parties. Steps should be taken to insure that personally identifiable information does not accidentally find its way into the public domain. Personally identifiable information that is no longer needed should be destroyed as soon as possible, provided that appropriate and adequate back-ups of such information exist in accordance with the District's storage and student record retention policies.

#### **Medical Records and/or Information**

Medical records and/or information shall only be shared with school officials and employees who have a legitimate "need to know" such information. Such medical information shall be safeguarded while in the possession of school officials/employees. Once the circumstances giving rise to the "need to know" no longer exist, the school official or employee shall immediately destroy the information in a manner that will insure the continued privacy and confidentiality of such information. The only exception to this rule shall be the student's master health record and/or the student's 504/special education file, which may contain information about prior medical conditions that may no longer be active but may be relevant to future treatment/programming decisions.

## **Business and Non-Instructional Operations**

### **Data-Based Information Management System**

#### **Confidentiality Policy**

#### **Medical Records and/or Information (continued)**

Medical information shall only be shared with non-school officials/employees who are authorized to review such information. Medical information shall not be disclosed to individuals who have not received prior written authorization, except as otherwise permitted by law. Nothing herein shall be construed to prevent District officials from sharing information with emergency medical personnel as necessary to insure the health, safety, and well-being of any student or employee of the School District. Further, medical information may be shared with non-School District employees who have responsibility for the protection of students in their custody.

#### **Directory Information**

The District may, unless otherwise directed by an eligible student and/or parent(s), prepare directory information regarding each student. Directory information shall include the following:

- a. the student's name
- b. the student's class designation
- c. the student's extra-curricular activities
- d. the name of the school the student is currently attending
- e. achievement awards or honors
- f. height, weight, performance of members of athletic teams
- g. street address or postal box number<sup>1</sup>

Directory information may be published in student yearbooks, School District web sites, athletic publications, radio programs, television broadcasts, performing group graduation programs, and in the publication of achievement awards and honors for individual students. This information may also be disseminated to local newspapers in accordance with school sponsored sporting activities and/or programs. Unless otherwise directed by the student or parents involved, such directory information shall be available as specified herein.

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<sup>1</sup> Subject to Superintendent approval, organizations involved with school-sponsored activities (i.e. Washington trip) may be provided with student addresses for the purposes of notifying students and/or parents of pertinent information.

## **Business and Non-Instructional Operations**

### **Data-Based Information Management System**

#### **Confidentiality Policy (continued)**

##### **Observations**

During the course of carrying out activities as an employee or volunteer of the District, individuals may make certain observations that may disclose personally identifiable information about a student. These observations may indicate the nature of disabilities and/or accommodations that are made in response to such disabilities. These observations, by their very nature, may result in the employee or the volunteer receiving information in which they neither have any legitimate educational interest nor a “need to know.” To the degree such observations disclose personally identifiable information; the employee or volunteer in question making such observations must respect the privacy, dignity, and confidentiality of the student involved and not disclose such information in violation of this policy.

##### **Violations**

The dissemination of personally identifiable information by employees or volunteers to individuals who have neither a legitimate educational interest nor a “need to know” is strictly prohibited. Further, employees or volunteers are not to disclose such personally identifiable information to individuals who are not affiliated with the District without specific written authorizations for the release of such information. If the employee or volunteer has any question as to whether the individual is entitled to receive such information, then the building Principal or designee shall be consulted prior to disclosure.

Employees or volunteers who release personally identifiable information in violation of this policy shall be subject to discipline and/or exclusion from continuing participation in volunteer activities. Such discipline may include, but not be limited to, termination.

##### **Electronic Records/Information**

Employees who have access to electronic personally identifiable information shall safeguard the dissemination of such material in accordance with this policy. In particular, information shall not be forwarded to individuals who do not have a legitimate educational interest in the information or a “need to know.” Further, personally identifiable information shall not be stored in a manner in which unauthorized students, employees, or third parties may gain access.

## **Business and Non-Instructional Operations**

### **Data-Based Information Management System**

#### **Confidentiality Policy**

#### **Electronic Records/Information (continued)**

Employees who maintain the District's computer system, software or electronic databases shall take sufficient steps to secure the databases from unauthorized access to personally identifiable information. Further, such employees shall not access personally identifiable information unless they possess the requisite need to know. Personally identifiable information that is encountered by such employees through ordinary upkeep and maintenance of the District's computer system, software or databases should not be read for content unless absolutely necessary. To the degree such information is inadvertently obtained, employee shall keep such information confidential and shall not disclosure the information to unauthorized individuals.

When using email as a means of communicating personally identifiable information, employees shall take all steps to insure that the email addresses are accurate and that the information is not inadvertently delivered to unauthorized individuals. Further, and to the degree that information is going to be shared amongst a large group, information shall be tailored so that personally identifiable information is not shared with individuals without a legitimate educational interest or a "need to know." Electronic records containing personally identifiable information should be destroyed and/or deleted as soon as the information is no longer needed, provided that appropriate and adequate backups of such information exist in accordance with the District's storage and student record retention policies.

#### **Definitions**

- A. **Personal Information.** Personally identifiable information includes, but is not limited to, the name and address of the student, student's parent, or other family member, the student's personal identifier, such as social security number or student identification number, or a list of characteristics or other information that would make the student's identity easily traceable.
- B. **Legitimate Educational Interest.** A school official with a "legitimate educational interest" shall be deemed to include incumbent school board members, Superintendent of Schools, principal, assistant principal, guidance counselor, teacher(s) and/or aides of the student, nurse, school medical advisor/physician, and any members of a diagnostic and placement team who have responsibility for developing an appropriate educational program for the student.

## **Business and Non-Instructional Operations**

### **Data-Based Information Management System**

#### **Confidentiality Policy**

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

- C. **Need To Know.** School officials with a “need to know” shall be deemed to include incumbent school board members, Superintendent of Schools, principal, assistant principal, guidance counselor, teacher(s) and/or aides of the student, nurse, school physician, and any members of a diagnostic and placement team who have responsibility for developing an appropriate educational program for the student. Further, employees with a “need to know” shall be deemed to include such other employees of the District who’s involvement or responsibility for the safety and well-being the student in question, or other students, requires the disclosure of personally identifiable information. Such employees may include, but are not limited to, bus drivers, transportation aides, athletic personnel, school resource officer, and cafeteria monitors etc.
- D. **Eligible Student.** The term “eligible student” shall be deemed to pertain to a student that has reached the age of majority or a student who has been legally emancipated. Notwithstanding, personally identifiable information, including academic performance, attendance, disciplinary events, medical matters shall continue to be shared with the parent(s) of an “eligible student” until such time as the District is directed by the “eligible student,” in writing, not to disclose such information to the parents.

(cf. 3520 – Data-Based Information Management System)  
(cf. 3520.1 – Information Security Breach and Notification)  
(cf. 3520.11 – Electronic Information Security)  
(cf. 3543.31 – Electronic Communications Use and Retention)  
(cf. 5125 – Student Records; Confidentiality)  
(cf. 5125.11 – Health/Medical Records (HIPAA))

## **Business and Non-Instructional Operations**

### **Data-Based Information Management System**

#### **Confidentiality Policy**

Legal Reference: Connecticut General Statutes  
1-19(b)(11) Access to public records. Exempt records.  
7-109 Destruction of documents.  
10-15b Access of parent or guardians to student's records.  
10-154a Professional communications between teacher or nurse & student.  
10-209 Records not to be public.  
10-221b Boards of education to establish written uniform policy re: treatment of recruiters.  
11-8a Retention, destruction and transfer of documents  
11-8b Transfer or disposal of public records. State Library Board to adopt regulations.  
46b-56 (e) Access to Records of Minors.  
Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).  
P.A. 08-160: An Act Concerning the Confidentiality of Social Security Numbers  
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g).  
Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.  
USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C. §2332b(g)(5)(B) and 2331  
PL 107-110 "No Child Left Behind Act of 2001" Sections 5208 and 9528

Policy adopted:

**Business and Non-Instructional Operations****Data-Based Information and Management Systems****Student Data Protection and Privacy/Cloud-based Issues**

The Board of Education (Board) may, pursuant to this policy, enter into a contract with a third party for either or both of the following purposes:

1. To provide services, including Cloud-based services, for the digital storage, management, and retrieval of student records.
2. To provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records in accordance with the contractual provisions listed below.

The Board, when entering into a contract with a third party for purposes listed above, shall ensure the contract contains all of the following:

1. A statement that student records continue to be the property of and under the control of the Board.
2. A description of the means by which students may retain possession and control of their own student-generated content, if applicable, including options by which a student may transfer student-generated content to a personal account.
3. A prohibition against the third party using any information in the student record for any purpose other than those required or specifically permitted by the contract.
4. A description of the procedures by which a parent, legal guardian, or eligible student may review personally identifiable information (PII) in the student's records and correct erroneous information.
5. A description of the actions the third party will take, including the designation and training of responsible individuals, to ensure the security and confidentiality of student records. Compliance with this requirement shall not, in itself, absolve the third party of liability in the event of an unauthorized disclosure of student records.
6. A description of the procedures for notifying the affected parent, legal guardian, or eligible student in the event of an unauthorized disclosure of the student's records.
7. A certification that a student's records shall not be retained or available to the third party upon completion of the terms of the contract and a description of how that certification will be enforced. This requirement shall not apply to student-generated content if the student chooses to establish or maintain an account with the third party for the purpose of storing that content pursuant to item #2 above.

## **Business and Non-Instructional Operations**

### **Data-Based Information and Management Systems**

#### **Student Data Protection and Privacy/Cloud-based Issues (continued)**

8. A description of how the Board and the third party will jointly ensure compliance with the federal Family Educational Rights and Privacy Act (FERPA).
9. A prohibition against the third party using personally identifiable information in student records to engage in targeted advertising.

In addition to any other penalties, a contract that fails to comply with the requirements of this policy shall be rendered void if, upon notice and a reasonable opportunity to cure, the noncompliant party fails to come into compliance and cure any defect. Written notice of noncompliance may be provided by any party to the contract. All parties subject to a contract voided under this section of the policy shall return all student records in their possession to the Board of Education.

The Board prohibits an operator of an Internet website or online service from knowingly using, disclosing, compiling, or allowing a third party to use, disclose, or compile the personal information of a minor for the purpose of marketing or advertising specified types of products or services. This prohibition is also applicable to an advertising service that is notified by an operator of an Internet website, online service, online application, or mobile application that the site, service, or application is directed to a minor.

The Board prohibits an operator of an Internet website, online service, online application, or mobile application from knowingly engaging in targeted advertising to students or their parents or legal guardians, using covered information to amass a profile about a K-12 student, selling a student's information, or disclosing covered information, as provided. The Board requires an operator to implement and maintain reasonable security procedures and practices appropriate to the nature of the covered information, to protect the information from unauthorized access, destruction, use, modification, or disclosure, and to delete a student's covered information if the school or District requests deletion of data under the control of the school or District. The Board authorizes the disclosure of covered information of a student under specified circumstances.

#### **Definitions**

1. **"Deidentified information"** means information that cannot be used to identify an individual student.
2. **"Eligible student"** means a student who has reached 18 years of age.

## **Business and Non-Instructional Operations**

### **Data-Based Information and Management Systems**

#### **Student Data Protection and Privacy/Cloud-based Issues**

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

3. **“Student-generated content”** means materials created by a student, including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, photographs, and account information that enables ongoing ownership of student content. “Student-generated content” does not include student responses to a standardized assessment where student possession and control would jeopardize the validity and reliability of that assessment.
4. **“Student records”** means both of the following:
  - a. Any information directly related to a student that is maintained by the school district.
  - b. Any information acquired directly from the student through the use of instructional software or applications assigned to the student by a teacher or other district employee.

**“Student records”** does not mean any of the following:

- a. Deidentified information, including aggregated deidentified information, used by the third party to improve educational products for adaptive learning purposes and for customizing student learning.
  - b. Deidentified information, including aggregated deidentified information, used to demonstrate the effectiveness of the operator’s products in the marketing of those products.
  - c. Deidentified information, including aggregated deidentified information, used for the development and improvement of educational sites, services, or applications.
5. **“Third party” (provider or vendor)** refers to a provider of digital educational software or services, including Cloud-based services, for the digital storage, management, and retrieval of student records. These are outside companies providing Internet-based educational services to schools, school districts, teachers, parents, students and communities.
  6. **“Operator”** means the operator of an Internet website, online service, online application, or mobile application with actual knowledge that the site, service, or application is used primarily for K-12 school purposes and was designed and marketed for K-12 school purposes.
  7. **“Online service”** includes Cloud computing services, which must comply with this policy if they otherwise meet the definition of an operator.

## **Business and Non-Instructional Operations**

### **Data-Based Information and Management Systems**

#### **Student Data Protection and Privacy/Cloud-based Issues**

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

8. **“Covered information”** means personally identifiable information or materials, in any media or format that meets any of the following:
  - a. Is created or provided by a student, or the student’s parent or legal guardian, to an operator in the course of the student’s, parent’s, or legal guardian’s use of the operator’s site, service, or application for K-12 school purposes.
  - b. Is created or provided by an employee or agent of the K-12 school, school district, local education agency, to an operator.
  - c. Is gathered by an operator through the operation of a site, service, or application and is descriptive of a student or otherwise identifies a student, including, but not limited to, information in the student’s educational record or email, first and last name, home address, telephone number, email address, or other information that allows physical or online contact, discipline records, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security number, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious information, text messages, documents, student identifiers, search activity, photos, voice recordings, or geolocation information.
  
9. **“K-12 school purposes”** means purposes that customarily take place at the direction of the K-12 school, teacher, or school district or aid in the administration of school activities, including, but not limited to, instruction in the classroom or at home, administrative activities, and collaboration between students, school personnel, or parents, or are for the use and benefit of the school.

The Board, through this policy, places restrictions on an “operator” as defined in this policy. An operator shall not knowingly engage in any of the following activities with respect to their site, service, or application:

1. Engage in targeted advertising on the operator’s site, service, or application; or
2. Target advertising on any other site, service, or application when the targeting of the advertising is based upon any information, including covered information and persistent unique identifiers, that the operator has acquired because of the use of that operator’s site, service, or application..

**3520.13(e)**

## **Business and Non-Instructional Operations**

### **Data-Based Information and Management Systems**

#### **Student Data Protection and Privacy/Cloud-based Issues (continued)**

3. Use information, including persistent unique identifiers, created or gathered by the operator's site, service, or application, to amass a profile about a K-12 student except in furtherance of K-12 school purposes;
4. Sell a student's information, including covered information. This prohibition does not apply to the purchase, merger, or other type of acquisition of an operator by another entity, provided that the operator or successor entity continues to be subject to the provisions of this policy with respect to previously acquired student information;
5. Disclose covered information unless the disclosure is made:
  - a. In furtherance of the K-12 purpose of the site, service, or application, provided the recipient of the covered information disclosed shall not further disclose the information unless done to allow or improve operability and functionality within that student's classroom or school;
  - b. To ensure legal and regulatory compliance;
  - c. To respond to or participate in judicial process;
  - d. To protect the safety of users or others or security of the site; or
  - e. To a service provider, provided the operator contractually:
    - i. prohibits the service provider from using any covered information for any purpose other than providing the contracted service to, or on behalf of, the operator,
    - ii. prohibits the service provider from disclosing any covered information provided by the operator with subsequent third parties, and
    - iii. requires the service provider to implement and maintain reasonable security procedures and practices.

The Board expects an operator to fulfill the following requirements:

1. Implement and maintain reasonable security procedures and practices appropriate to the nature of the covered information, and protect that information from unauthorized access, destruction, use, modification, or disclosure.
2. Delete a student's covered information if the school or district requests deletion of data under the control of the school or district.

## **Business and Non-Instructional Operations**

### **Data-Based Information and Management Systems**

#### **Student Data Protection and Privacy/Cloud-based Issues (continued)**

3. Disclose covered information of a student under the following circumstances:
  - a. If provisions of federal or state law require the operator to disclose the information, and the operator complies with the requirements of federal and state law in protecting and disclosing that information.
  - b. For legitimate research purposes:
    - i. as required by state or federal law and subject to the restrictions under applicable state and federal law, or
    - ii. as allowed by state or federal law and under the direction of a school, school district, or state department of education, if no covered information is used for any purpose in furtherance of advertising or to amass a profile on the student for purposes other than K-12 school purposes.
  - c. To a state or local educational agency, including schools and school districts, for K-12 school purposes, as permitted by state or federal law.

This policy does not prohibit an operator from using deidentified student covered information as follows:

1. Within the operator's site, service, or application or other sites, services, or applications owned by the operator to improve educational products.
2. To demonstrate the effectiveness of the operator's products or services, including in their marketing.

This policy does not prohibit an operator from sharing aggregated deidentified student covered information for the development and improvement of educational sites, services, or applications.

This policy shall not be construed to limit the authority of a law enforcement agency to obtain any content or information from an operator as authorized by law or pursuant to a court order.

This policy does not limit the ability of an operator to use student data, including covered information, for adaptive learning or customized student learning purposes.

This policy does not apply to general audience Internet websites, general audience online services, general audience online applications, or general audience mobile applications, even if login credentials created for an operator's site, service, or application may be used to access those general audience sites, services, or applications.

## **Business and Non-Instructional Operations**

### **Data-Based Information and Management Systems**

#### **Student Data Protection and Privacy/Cloud-based Issues (continued)**

This policy does not limit Internet service providers from providing Internet connectivity to schools or students and their families.

This policy shall not be construed to prohibit an operator of an Internet website, online service, online application, or mobile application from marketing educational products directly to parents so long as the marketing did not result from the use of covered information obtained by the operator through the provision of services covered by this policy.

This policy does not impede the ability of students to download, export, or otherwise save or maintain their own student created data or documents.

If the provisions of this policy are in conflict with the terms of a contract in effect before the adoption date of this policy, the provisions of this policy shall not apply to the District or the third party subject to that agreement until the expiration, amendment, or renewal of the agreement.

(cf. 3520.1 – Information Security Breach and Notification)

(cf. 3520.11 – Electronic Information Security)

(cf. 3520.12 – Data-Based Information Management System Confidentiality Policy)

(cf. 5125 – Student Records)

(cf. 6162.51 – Surveys of Students/Student Privacy)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

7-109 Destruction of documents.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56(e) Access to Records of Minors.

## **Business and Non-Instructional Operations**

### **Data-Based Information and Management Systems**

#### **Student Data Protection and Privacy/Cloud-based Issues**

Legal Reference: Connecticut General Statutes (continued)

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g).

Dept. of Educ, 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1232g (2014)

Children's Online Privacy Protection Act (COPPA) 15 U.S.C. §§6501 *et seq.* (2014)

Policy adopted :

STUDENTS:Examination/Grading/Rating: (revised)

The Board of Education believes that students will respond more positively to the opportunity for success than to the threat of failure. It seeks, therefore, through performance objectives in its instructional program to make achievement both recognizable and possible for students.

Students enrolled in grades 3 through 8 inclusive and grade 10 or 11 shall annually take a mastery examination in reading, language arts and mathematics, during any month of the school year. (Currently administered during the last 12 weeks of the school year.) Each student enrolled in grade 5, 8, 10 or 11 shall annually, in March or April, take a state-wide mastery examination in science. Achievement of a satisfactory score on the mastery test shall not be required as the sole criterion for promotion or graduation. The State Board of Education shall approve the provision and administration of all mastery examinations.

Students with significant cognitive disabilities in grades 3 through 8 and 11 shall be assessed with the Connecticut Alternate Assessment.

A review of progress on a regular basis serves to promote the process of continuous evaluation of each student's performance and informs the student and his/her parents.

To promote a process of continuous evaluation for academic and personal effort and citizenship, students and parents will receive reports issued on a regular basis. Said reports will include, but not be limited to, rating scales, grades, portfolio reviews, results from formal and informal assessment instruments and individual teacher reports, either written or oral. When applicable, students will be evaluated against established criteria as developed by the staff and approved by the Board of Education. The purpose of the continuous evaluation process will be to:

- a. monitor student progress;
- b. provide a vehicle to involve parents in the academic and social development of the child; and
- c. promote a process whereby the school district can develop standards of high quality throughout the entire school program.

For purposes of determining class rank and grade point average, a weighting system will be used at the high school level. No weighting system will be implemented at the middle school or elementary school. The high school handbook and course of study will publish the system that will determine grade point average and class rank.

The following will serve as guidelines:

<u>Grade</u>	<u>Numerical</u>	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>
A+	100-97	13	14.5	16.0	17.5
A	96-93	12	13.5	15.0	16.5
A-	92-90	11	12.5	14.0	15.5
B+	89-87	10	11.5	13.0	14.5
B	86-83	9	10.5	12.0	13.5
B-	82-80	8	9.5	11.0	12.5
C+	79-77	7	8.5	10.0	11.5

C	76-73	6	7.5	9.0	10.5
C-	72-70	5	6.5	8.0	9.5
D+	69-67	4	5.5	7.0	8.5
D	66-63	3	4.5	6.0	7.5
D-	62-60	2	3.5	5.0	6.5
F	59 Below	0	0	0	0

Legal Reference: Connecticut General Statutes

10-14n State-wide mastery examination (as amended by PA 13-207 and Section 115 of PA 14-217)

10-14q Exceptions. (Students to whom provisions do not apply.)

10-221a High school graduation requirements.

Adopted: December 27, 1979

Revised: May 9, 1994  
November 22, 1999

(warned on 8/25/14 but was not on the BOE agenda on 9/8/14; revised again 4/15 by CABE)

**REVISED SOMERS POLICY**

**Student Sports – Concussion and Head Injuries**

The Board of Education recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or deaths are significant when a concussion or head injury is not properly evaluated and managed.

~~For the school year beginning July 1, 2011, and each school year thereafter, and after the completion of the initial training course regarding concussions and head injuries, each coach shall annually review current and relevant information regarding concussions and head injuries, prior to the start of the coaching assignment. This annual review is not required in any year the coach is completing a refresher course. Beginning July 1, 2015, and each school year thereafter, a coach must complete a approved refresher course not later than five years after the initial training course in order to maintain his/her coaching permit and to coach in the District.~~

Only coaches holding a permit issued by the State Board of Education who have completed an approved initial training course regarding concussions and subsequent review of current and relevant information on this topic and required refresher courses shall be permitted to coach intramural and/or interscholastic athletics for the District.

~~The District will also utilize protocols developed by the Connecticut Concussion Task Force, information promulgated by State Board of Education in consultation with the Commissioner of Public Health, the Connecticut Interscholastic Athletic Association (CIAC), and appropriate organizations representing licensed athletic trainers and county medical associations Centers of Disease Control and Prevention and other pertinent information and forms to inform and educate coaches, youth athletes and their parents and/or guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play engage in athletic activity after a concussion, or head injury of the proper method of allowing a student athlete who has sustained a concussion to return to athletic activity.~~

Annually the District will distribute a head injury and concussion information sheet to all parents/guardians of student participants in competitive sport activities. The parent/guardian and student must return a signed acknowledgement indicating that they have reviewed and understand the information provided before the student participates in any covered activity. This acknowledgement form must be returned and be on file with the District in order for the student to be allowed to practice or compete in the sports activity.

All coaches will complete training pertaining to the District's procedures.

The required refresher course regarding concussions shall include, but not be limited to, an overview of key recognition and safety practices, an update of medical developments and current best practices in the field of concussion research, prevention and treatment. Said refresher course shall also contain an update on new relevant federal, state and local laws and regulations, and for football coaches, current best practices regarding coaching the sport of football, including, but not limited to, frequency of games and full contact practices and scrimmages as identified by the governing authority for intramural and interscholastic athletics (CIAC).

The District, after January 1, 2015, shall implement the concussion education plan, developed by the State Board of Education per the stipulations of P.A. 14-66. Written materials, online training or videos, or in person training shall address, at a minimum, the recognition of signs or symptoms of concussion, means of obtaining proper medical treatment for a person suspected of sustaining a concussion, the nature and risks of concussions, including the danger of continuing to engage in athletic activity after sustaining a concussion, proper procedures for return to athletic activity and current best practices in the prevention and treatment of a concussion.

The Board recognizes (and makes it part of this policy) that commencing July 1, 2015, the CIAC prohibits student athletes from participation in any intramural or interscholastic activity unless the student athlete and his/her parent/guardian completes the concussion education plan of the State Board of Education and its contributing organizations to such plan.

The District, commencing July 1, 2015, will utilize the consent form developed by the State Board of Education ~~and its contributing organizations~~, with parent/guardians of student athletes in intramural or interscholastic activities regarding concussions. This form shall provide a summary of the concussion education plan developed or approved by the State Board of Education and a summary of the Board's policy regarding concussions. The consent form shall be returned to the appropriate school authorities, signed by the parent/guardian, attesting to the receipt of such form and authorizing the student athlete to participate in the athletic activity.

Further, in compliance with applicable state statutes, the coach of any intramural or interscholastic athletics shall immediately remove any student athlete participating in intramural or interscholastic athletics who (1) is observed to exhibit signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body during a practice, game or competition, (2) is diagnosed with a concussion, or (3) is otherwise suspected of having sustained a concussion ~~or head injury~~ because such student athlete is observed to exhibit signs, symptoms or behaviors consistent with a concussion regardless of when such concussion or head injury may have occurred. Upon such removal, the coach or other qualified school employee defined in Connecticut General Statutes 10-212a, shall notify the student athlete's parent/guardian that the student athlete has exhibited such signs, symptoms, or behaviors consistent with a concussion or has been diagnosed with a concussion. Such notification shall be provided not later than twenty-four hours after such removal. However, a reasonable effort shall be made to provide such notification immediately after such removal.

The coach shall not permit such student athlete to participate in any supervised ~~team~~ athletic activities involving physical exertion, including, but not limited to, practices, games or competitions, until such student athlete receives written clearance to participate in such supervised ~~team~~ athletic activities involving physical exertion from a licensed health care professional\* trained in the evaluation and management of concussions.

Following medical clearance, the coach shall not permit such student athlete to participate in any full, unrestricted supervised ~~team~~ athletic activities without limitations on contact or physical exertion, including, but not limited to, practices, games or competitions, and each such student athlete (1) no longer exhibits signs, symptoms or behaviors consistent with a concussion at rest or with exertion, and (2) receives written clearance to participate in such full, unrestricted supervised ~~team~~ athletic activities from a licensed health care professional trained in the evaluation and management of concussions.

\*“licensed health care professional” means a physician licensed pursuant to Chapter 370 of the General Statutes, a physician assistant licensed pursuant to Chapter 370 of the General Statutes, an advanced practice registered nurse licensed pursuant to Chapter 378 of the General Statutes or an athletic trainer licensed pursuant to Chapter 375a of the General Statutes.

The Board, as required, for the school year beginning July 1, 2014 and annually thereafter, will collect and report to the State Board of Education all occurrences of concussion. The report shall contain, if known, the nature and extent of the concussion and the circumstances in which it was sustained.

~~The Board believes that at the forefront of concussion management is the implementation of baseline testing, through the implementation of the ImPACT (Immediate Post concussion Assessment and Cognitive Testing) Program. Subject to the availability of financial resources, District athletes will receive “baseline” testing every two years by the athletic trainer prior to the start of the sports season.~~

Legal Reference: Connecticut General Statutes

PA 10-62 An Act Concerning Student Athletes and Concussions  
P.A. 14-66 An Act Concerning Youth Athletics and Concussions

Adopted: 5/23/11

## Graduation Requirements: Performance Standards and Administrative Regulations

### I. Introduction

To graduate from Somers High School a student must have earned 22 credits according to the credit distribution plan AND achieve a **5 4** on the Somers Science Competency Profile AND achieve **5 3** on the Somers Mathematics Competency Profile AND achieve a **6 3** on the Somers Social Studies Competency Profile AND achieve a **6 3** on the Somers Language Arts Competency Profile AND pass an applied technology course.

### II. Performance Standards

#### 1. Credit Distribution Requirement

Carnegie Units Total	22
English	4
Social Studies	3 1 each in World Cultures, U.S. History/Civics I and II or AP US History
Science	3 1 each in Freshman Integrated Science, Biology, Electives
Math	3 (Computer Science does not count)
Physical Education	1 .5 in grade 9 & .5 in grade 10
Health	.5 .25 credit in grades 11 and 12 and part of PE in grades 9 and 10
Music/Art	.5 Art or Music
Applied Tech	.5 Practical Arts (Satisfies Technology Requirement) (Computer Literacy: Requirement also needs to be satisfied please see Course Selection Guide for details)
Business	
Tech Ed.	
Family and Consumer Sciences	
World Languages	
Spanish	
French	
Other	
Electives	6.5

2. Basic Skills Competency Profiles in English, Social Studies, Mathematics, and Science

This student demonstrates basic skills in ENGLISH if he/she has a competency profile of 63

SCALES	4 Points	3 Points	2 Points	1 Point	Alternative Course of Action
<del>CAPT-READING</del>	<del>Level 5/4</del>	<del>Level 3</del>	<del>Level 2</del>	<del>Level 1</del>	<del>RETAKЕ CAPT GRADE 11</del>  (Maximum of 4 Points)
<del>CAPT-EDITING AND REVISING</del>			<del>18-13</del>	<del>12-1</del>	<del>RETAKЕ CAPT GRADE 11</del>  (Maximum of 2 Points)
Average of final grades for Grade 9 and 10	(A)	(B)	(C)	(D)	FINAL GRADE GRADE 11 OR GRADE 12  (Maximum of 4 Points)
Published standardized test with national standards e.g. SAT, ACT, PSAT, DRP	90th Percentile	75th Percentile	50th Percentile	25th Percentile	TAKE/RETAKЕ STANDARDIZED TEST  (Maximum of 4 Points)
Major Unit of Study: Roaring 20's Unit			(AIB)	(CII)	DO MAJOR UNIT IN GRADE 11 AND/OR GRADE 12 (Maximum of 2 Points)
Profile Summary					

This student demonstrates basic skills in SOCIAL STUDIES if he/she has a competency profile of 63

SCALES	4 Points	3 Points	2 Points	1 Point	Alternative Course of Action
<del>CAPT WRITING</del>	<del>Level 5/4</del>	<del>Level 3</del>	<del>Level 2</del>	<del>Level 1</del>	<del>RETAKЕ CAPT GRADE 11</del>  (Maximum of 4 Points)
<del>CAPT READING FOR INFORMATION</del>	<del>24-21</del>	<del>20-17</del>	<del>16-12</del>	<del>11-0</del>	<del>RETAKЕ CAPT GRADE 11</del>  (Maximum of 4 Points)
Average of final grades for Grade 9 and 10	(A)	(B)	(C)	(D)	FINAL GRADE GRADE 11 OR GRADE 12 (Maximum of 4 Points)
Published standardized test with national standards e.g. SAT2, Metropolitan 8 Writing Test	90th Percentile	75th Percentile	50th Percentile	25th Percentile	TAKE/RETAKЕ STANDARDIZED TEST  (Maximum of 4 Points)
Major Unit of Study: US History I/Civics Essay at Mid-Term Exam			(A/B)	(CII)	DO MAJOR UNIT IN GRADE 11 AND/OR GRADE 12 (Maximum of 2 Points)
Profile Summary					

This student demonstrates basic skills in MATHEMATICS if he/she has a competency profile of 5 3

SCALES	4 Points	3 Points	2 Points	1 Point	Alternative Course of Action
CAPT Math	Level 5/4	Level 3	Level 2	Level 1	RETAKES CAPT GRADE 11  (Maximum of 4 Points)
Average of final grades for Grade 9 and 10	(A)	(B)	(C)	(D)	FINAL GRADE GRADE 11 OR GRADE 12  (Maximum of 4 Points)
Published standardized test with national standards e.g. SAT2, SAT, PSAT,	90th Percentile	75th Percentile	50th Percentile	25th Percentile	TAKE/RETAKES STANDARDIZED TEST  (Maximum of 4 Points)
Major Unit of Study: Portfolio 9/10 Grade			(A/B)	(C/D)	DO MAJOR UNIT IN GRADE 11 AND/OR GRADE 12  (Maximum of 2 Points)
Profile Summary	--	--	--	--	--

This student demonstrates basic skills in SCIENCE if he/she has a competency profile of 5 4

SCALES	4 Points	3 Points	2 Points	1 Point	Alternative Course of Action
CAPT Science	Level 5/4	Level 3	Level 2	Level 1	RETAKES CAPT GRADE 11  (Maximum of 4 Points)
Average of final grades for Grade 9 and 10	(A)	(B)	(C)	(D)	FINAL GRADE GRADE 11 OR GRADE 12 <i>(Must be equivalent to a 3'd Year of Science)</i> (Maximum of 4 Points)
Published standardized test with national standards e.g. SAT2	90th Percentile	75th Percentile	50th Percentile	25th Percentile	TAKE/RETAKES STANDARDIZED TEST  (Maximum of 4 Points)
Major Unit of Study: Integrated Freshman Project			(A/B)	(C/D)	DO MAJOR UNIT IN GRADE 11 AND/OR GRADE 12  (Maximum of 2 Points)
Profile Summary	--	--	--	--	--

April 8, 2015

To: Dr. Suffredini  
Policy Committee

From: Gary Cotzin

Re: Graduation Matrix

The CAPT matrix was originally designed to include CAPT scores into our graduation requirements. The matrix was created in order to ensure that students who did not "pass" CAPT had other opportunities to demonstrate competency in key academic areas so that they could graduate. CAPT scores made up the majority of the points for most students, but some of the other ways to earn points include: final grades in subject area courses, projects in subject area courses, and other standardized test scores (ie PSAT).

Students can no longer earn points for CAPT scores since they do not exist, with the exception of science. As a result, the matrix needs to be updated to reflect only those ways in which students can actually earn points. However, this dramatically decreases the number of points available. At the moment, we cannot substitute Smarter Balanced results because we have no scores for those particular tests. This new matrix will remain in place until the state defines how Smarter Balance will be incorporated into each high school's graduation requirement.

INSTRUCTION:

Graduation Requirements/Standards of Proficiency:

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

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

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

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

Cross Reference: Policy # 5127

Legal Reference: Connecticut General Statutes

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

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

10-221a High school graduation requirements. (As amended by P.A. 00-124, An Act Concerning High School Diplomas and Veterans of World War II, P.A. 00-156, An Act Requiring A Civics Course for High School Graduation, and P.A. 08-138, An Act Concerning High School Credit for Private World Language Courses and Other Subject Areas, P.A. 10-111, An Act Concerning Education Reform in Connecticut and P.A. 11-17, An Act Concerning High School Diplomas to Korean Veterans, P.A. 13-57, An Act Concerning Honorary Diplomas for Vietnam Veterans,

P.A. 13-122, An Act Concerning Minor Revisions to the Education Statutes

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

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

INSTRUCTIONStatewide Proficiency/Mastery Examinations (revised policy April 2015)

Each student enrolled in grades three through eight inclusive and tenth or eleventh grades shall annually take a statewide mastery examination (~~measuring whether or not a student has mastered essential grade level skills in reading, language arts, mathematics and science~~) in reading, language arts, and mathematics during any month of the school year. (Currently administered during the last 12 weeks of the school year.) Each student enrolled in grade five, eight, ten or eleven shall, annually, in March or April, take a state-wide mastery examination in science. The mastery examination shall be provided by and administered under the supervision of the State Board of Education. The State Board of Education shall approve the provision and administration of all mastery examinations.

Student scores on each component of the statewide tenth or eleventh grade state assessment mastery test (CAPT) may be included on the permanent record and transcripts for each tenth or eleventh grade students. For each tenth or eleventh grade student who meets or exceeds the statewide mastery goal level on any component of the statewide tenth or eleventh grade mastery examination, shall have a certification of such mastery made on the permanent record and transcript and be provided a certificate of mastery for each such component. Each tenth or eleventh grade student who has not met the mastery goal level on each component of the mastery examination may annually take or retake each such component at its regular administration until the student scores at or above each goal level or until the student graduates or turns twenty-one (21).

The school district may not require achievement of a satisfactory score on ~~the statewide proficiency examination or statewide~~ a mastery examination, or any subsequent retest on a component of such examinations as the sole criterion of promotion or graduation.

Special education students shall participate in mastery testing except in the rare case when their Planning and Placement Team determines that participation would be inappropriate and recommends the use of an alternative assessment as specified by the State Board of Education.

Limited English proficient (LEP) students, including those also identified as requiring special education, who are in their first year of enrollment in a U.S. school and have been in attendance for one school year or less may be permitted to be exempt from one administration of the reading/language arts portion of the ~~Connecticut Mastery Test (CMT) and the Connecticut Academic Progress Test (CAPT)~~ mastery examination. These students must take the Language Assessment Scales (LAS-Links). No such exemption is permitted, based on federal guidelines, from the mathematics and science assessments of the CMT and CAPT. Accommodations, as provided in classroom instruction may be used.

Limited English proficient students eligible for special education due to significant cognitive impairment must be tested on the CMT/CAPT Skills Checklist, regardless of the one school year exemption option.

Any alternate assessment, including the CMT/CAPT Skills Checklist, of students enrolled in special education, shall be available only to those students with significant cognitive disabilities. In compliance with federal law, out-of-level testing is not an option for students enrolled in special education.



~~In compliance with federal legislation, a participation standard of 95 percent of the total school population, as well as for each subgroup (e.g. race/ethnicity, gender, special education, bilingual/ESL, eligibility for free and reduced lunch), will be the participation goal.~~

(cf. 5121 - Examination/Grading/Rating)

(cf. 5125 - Student Records; Confidentiality)

(cf. 6146 - Graduation Requirements)

Legal Reference: Connecticut General Statutes

10-14n Statewide mastery examination. Conditions for reexamination. Limitation on use of test results. (as amended by PA 03-174 and PA 03-168 and PA 13-207)

10-14o Compensatory education grant. Financial statement of expenditures.

10-14p Reports by local and regional boards re instructional improvement and student progress.

10-14q Exceptions (as amended by PA 01-205)

PL 107-110 – Title I, 34 CFR Part 200

34 CFR, Part 200 Regulations appearing in Federal Register, 9/13/06.

Adopted: November 10, 2003

Revised: July 13, 2009

## Instruction

### Homebound/Hospital Instruction (a new policy recommended by CABE)

(Law now requires that the school and treating physician now have consent to speak to each other before recommendation for homebound is made and that physician provide a statement that student will be absent for 10 or more days due to a verified medical condition.....)

Home and hospital instruction shall be a teaching service available, as mandated by Section 10-76d-15 of the Connecticut State Board of Education Regulations, to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer due to a verified medical reason as diagnosed by physician, psychiatrist or Planning and Placement Team, or that the student's condition is such that the student may be required to be absent from school for short, repeated periods of time during the school year. The purpose of home or hospital instruction shall be to help students to keep up with their work even though unable to attend school because of their disability. Instruction provided pursuant to this policy shall maintain the continuity of the child's general education program and, in the case of a child with a disability, shall be provided so as to enable the child to continue to participate in the general education curriculum and to progress towards meeting the goals and objectives in the child's IEP.

The PPT shall consider the educational needs of a student with a disability who is medically complex and the need for instruction is to be provided in accordance with an IEP when said student is not able to attend school. A student with a "medically complex" disability is one who has a serious, ongoing illness or chronic condition for at least a year which requires prolonged or intermittent hospitalization and ongoing invasive medical treatments or medical devices to compensate for the loss of bodily functions.

Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

The Board directs the Superintendent to develop administrative regulations to guide the implementation of this policy.

Legal Reference:        Connecticut General Statutes  
                                  Section 10-76d-15 of the Regulations of Connecticut State Agencies as amended.  
                                  10-76d Duties and powers of Boards of Education to provide special education programs and services.  
                                  10-233a et sec. Exclusion.

Policy adopted:

BYLAWS OF THE BOARD:

Conflict of Interest:

No member of the Somers Board of Education shall have or seek a direct interest in any contract, for employment or for goods or services, with the Somers School System. "Interest" shall mean pecuniary or material benefit accruing to a Board of Education member or his/her relatives resulting from a contractual relationship with the School System.

There are two areas of exception to this policy:

1. The Board of Education shall not regularly employ a member of the immediate family, **specifically parent/guardian, spouse, domestic partner of a civil union, child, or grandparent**, of any Board member. However, employment for minor, special or temporary assignments may be allowed on a competitive basis among persons who are eligible.
2. This policy shall not apply to goods or services that are put out for public bid or where there are no other comparable sources of supply (Policy 3310).

This restriction shall not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this bylaw, or a board member's election.

A Board member should not vote on any action of the Board which will directly affect a member of the immediate family of the member, **specifically parent/guardian, spouse, domestic partner of a civil union, child, or grandparent**, unless requested to do so by a majority of the members of the Board of Education, and only after full disclosure of the relationship has been made.

No member of the Board of Education may be employed for compensation by this school district.

Under no circumstances should any Board of Education member request a reference or letter of recommendation from any district employee.

Any Board member wishing to apply for employment within the district, in any capacity, shall resign his/her seat prior to submission of an application for employment.

Legal Reference:      Connecticut General Statutes  
                                 7-479 Conflict of interest (municipal employees).  
                                 10-156e Employees of boards of education permitted to serve as elected  
                                 officials; exception.  
                                 10-232 Restrictions on employment of members of the board of education.

Adopted:      April 27, 1981  
Revised:      June 27, 1988  
Revised:      November 3, 1997  
Revised:      April 13, 1998  
                         July 9, 2009

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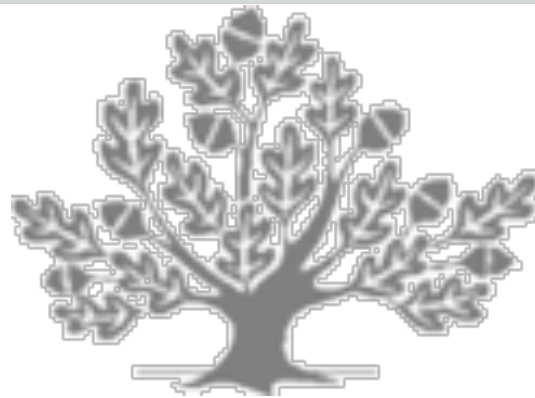
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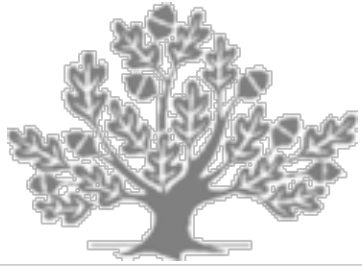
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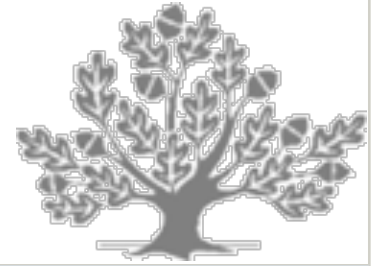
# Somers Public Schools Annual Technology Report



Board of Education Meeting  
May 11, 2015  
Robert Wilson  
Director of Technology and Information Services



# Technology Categories



## Network

- Core
- Wired
- Wireless

## Servers

- Equipment
- Backups

## Client Devices

- Desktop / Laptop
- iPads

## Information Systems

## Classroom Technology

## Software

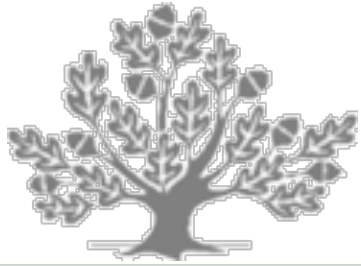
## Server Room / Network

## Closets

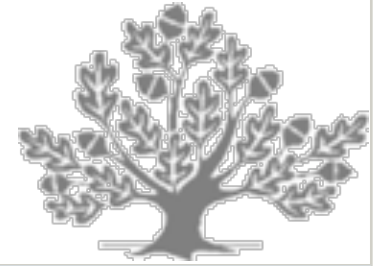
## Phones

## Video Systems

## Professional Development



# Network - Wired



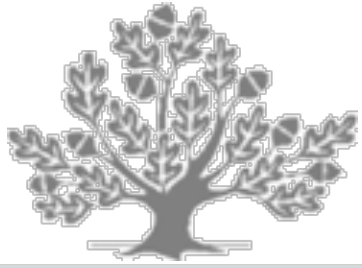
## Summer 2014 - Entire Wired Network Upgrade

Funding provided by Somers Finance Committee (Capital Improvement)  
\$109,000

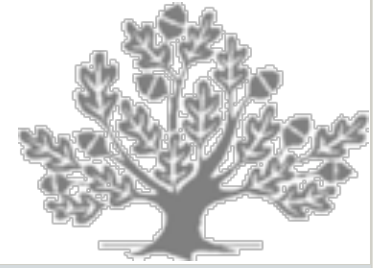
Significant Cost Savings was achieved by handling the configuration and installation in-house

### Current Status

- New Cisco Firewall with Fiber Connections
- New Switches (25 Cisco Switches across the District)
- 1GB Power-Over-Ethernet (PoE) Interfaces
- Better utilizing building-to-building fiber connections
- Newer CEN Provided Internet Switch (Fiber to the new Firewall and to the CEN ring)
- New CEN provided monitoring tools
- New Web Filter



# Network - Wired



## Old Network (100MB)

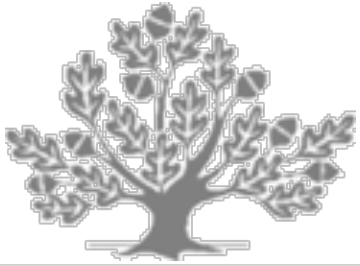


One Lane Road  
Speed Limit – 10 MPH

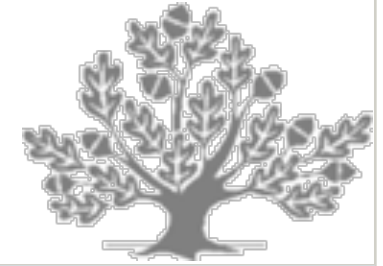
## New Network (1GB)



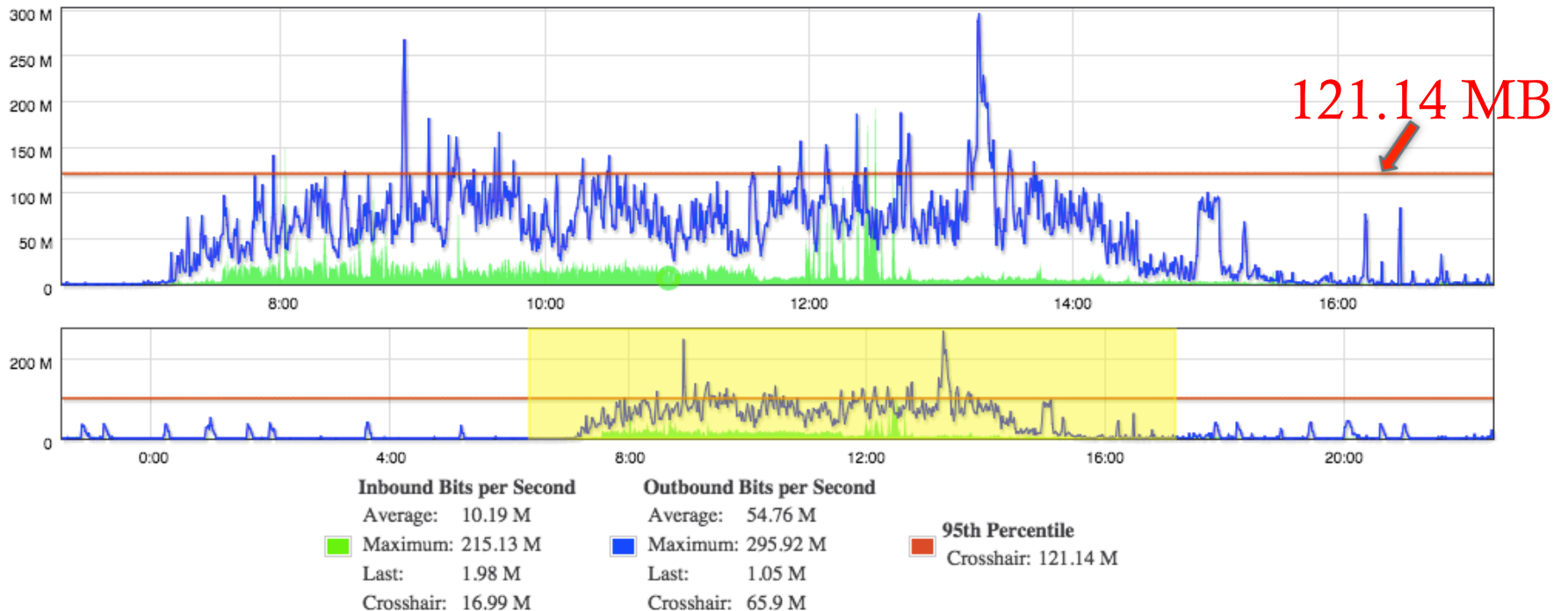
10 Lane Highway  
Speed Limit – 100 MPH

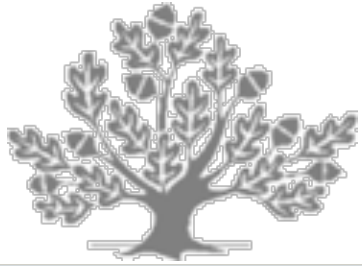


# Network - Wired

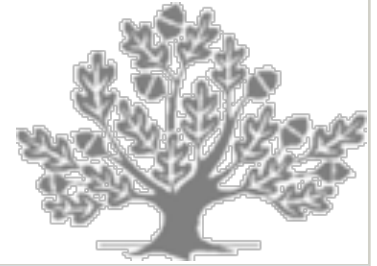


## Internet Bandwidth Usage on an Average Day





# Network - Wireless



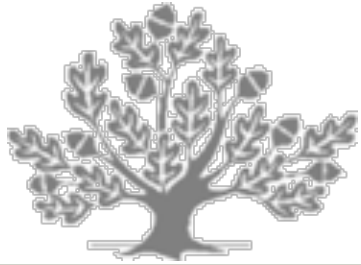
## Summer 2014 - Entire Wireless Network Upgrade

Funding provided by Connecticut Technology Grant  
\$58,000

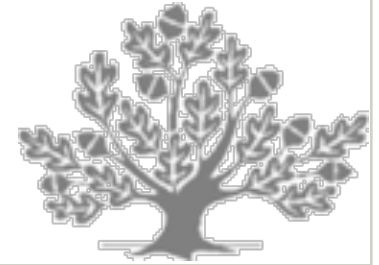
Significant Cost Savings was achieved by handling the configuration and installation in-house

### Current Status

- Aruba Access Points (SES – 31 / MBA – 25 / SHS – 35)
- DeCentralized Dynamic Controller
- PoE 1GB Connections
- No need to reboot APs daily



# Network - Wireless



## Wireless Network Interface

System RF Security Maintenance | More ▾ | Help Logout

**ARUBA** networks Virtual Controller **SES Wireless**

---

**1 Network** + **31 Access Points** + **476 Clients** +

Name ▾	Clients	Name ▾	Clients	Name ▾	IP Address	Network	Access Point
SES_Student	476	GymOffice	1	--	192.168.	SES_Student	Room438
New		Hallway321	24	--	192.168.	SES_Student	Room210
		KitchenCloset	0	--	192.168.	SES_Student	Room240
		MainOffice	4	--	192.168.	SES_Student	Room232
		MediaCenter1	2	--	192.168.	SES_Student	Room240
		MusicOffice	0	--	192.168.	SES_Student	Room325

---

**SES Wireless** Monitoring 0 Alerts IDS Configuration AirGroup -

**Info**

Name: SES Wireless  
Country code: US  
Virtual Controller IP: 192.168.  
Airwave Server: --  
Airwave Backup Server: --  
Band: All  
Master: 192.168.  
OpenDNS status: Not connected  
MAS integration: Disabled  
Uplink type: Ethernet  
Uplink status: Up  
Auto save: Enabled

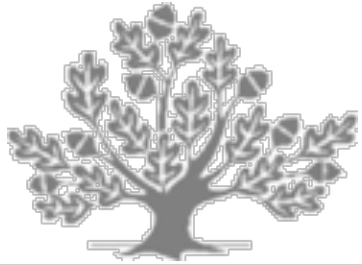
**RF Dashboard**

Clients	Signal	Speed	Utilization	Noise	Errors	
SPEDLoaner...			All access points			
Erins-iPad						
SPSiPod2.4						
SES-KGs-iPad						
SES-KGs-iPad						
SES-KGs-iPad						
SES-KGs-iPad						
SPSiPod2.2						
iPad-59						
Nicoles-iPad...						
Erins-iPad						
SPSiPod2.16						

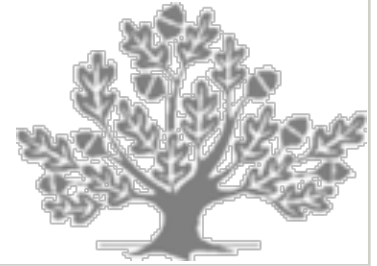
**Usage Trends**

**Clients**

**Throughput (bps)**



# Network - Wireless



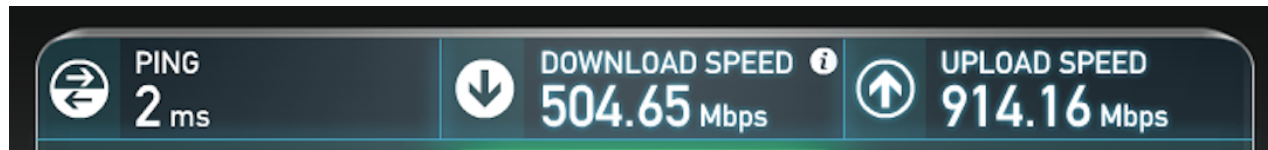
## Pre-Network Upgrade – Wireless Connection



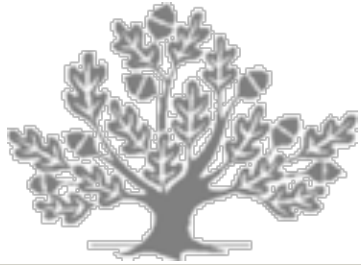
## Post-Network Upgrade – Wireless Connection



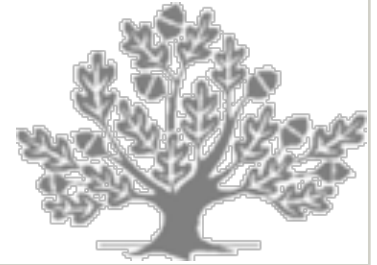
## Post-Network Upgrade – Wired Connection



\*\* Bandwidth Test Performed Using [www.speedtest.net](http://www.speedtest.net)



# Servers

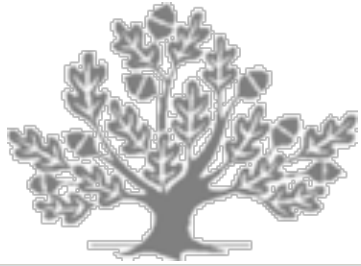


## Current Status

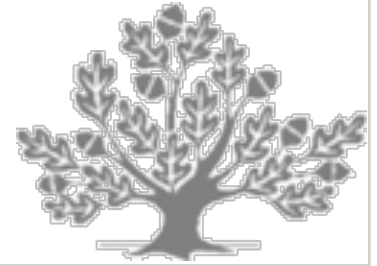
- 7 Mac Servers, 2 Windows Servers
  - Web Server
  - File Servers
  - Business Server
  - Network Servers (DHCP, DNS)

Introduced Virtualization to the Server Environment

When possible, the District utilizes Cloud Services to host the server environment



# Server Room / Closets

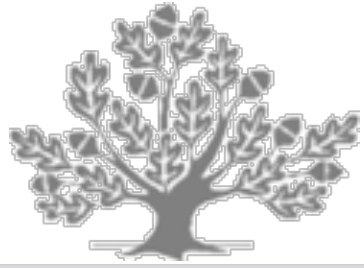


## Current Status

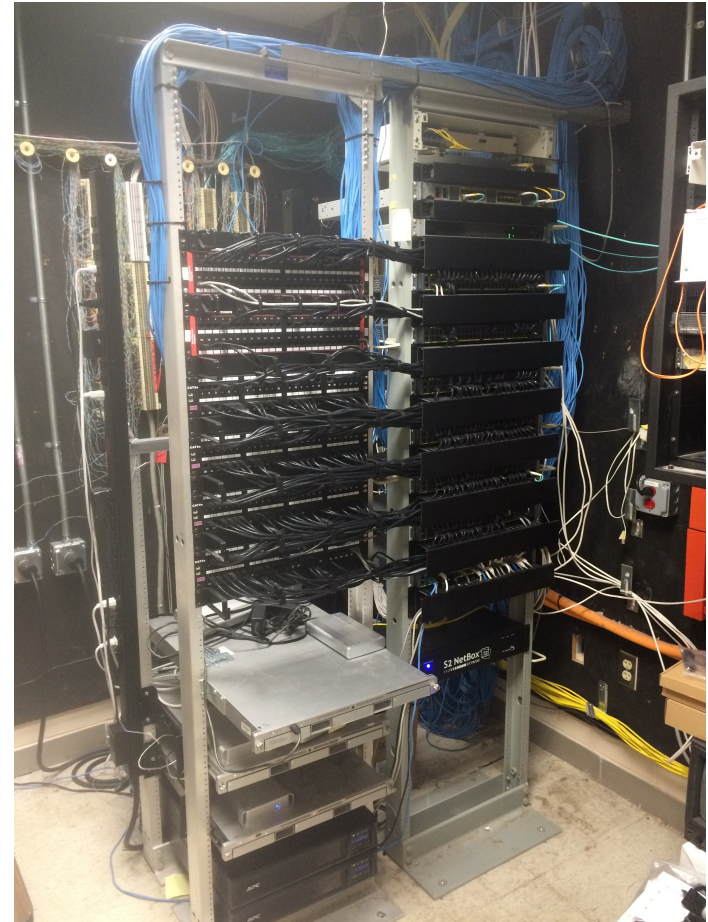
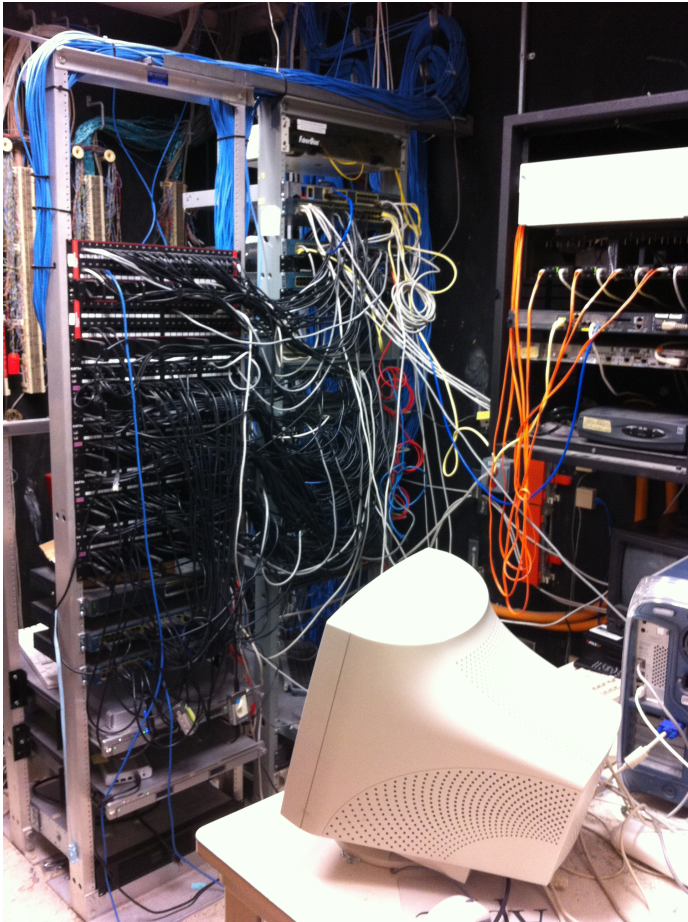
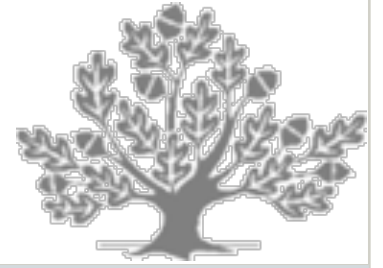
- Storage Rooms and Janitorial Closets
- Security Concerns
- No proper ventilation
- No proper cooling
  - Plans are lined up for cooling SHS

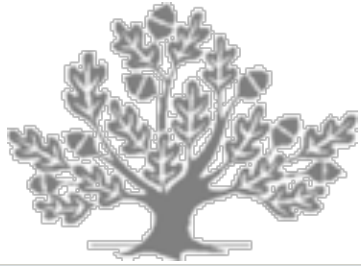
## Recent Improvements

- Added 30AMP Outlets in SHS Closet
- Added or Repaired All Battery Backups

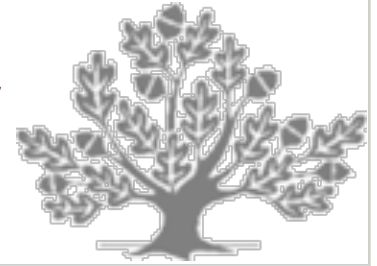


# Server Room / Closets



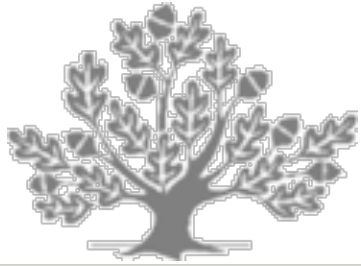


# Client Devices - Staff

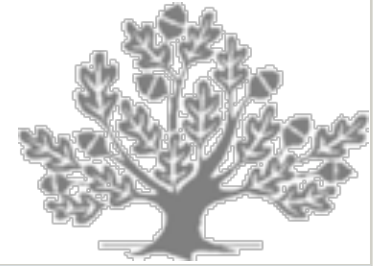


## Current Status – Desktops & Laptops

- High School Teachers
  - Last Replenished Fall 2010 (Age - 4.5 Years)
- Middle School Teachers
  - Last Replenished Fall 2010 (Age - 4.5 Years)
- Elementary School Teachers
  - Last Replenished Spring 2012 (Age - 3 Years)
- Support Staff
  - Old Teacher Laptops (Roughly 8 Years Old)



# Client Devices - iPads



## iPad Deployment Breakdown

Kindergarten – iPad Mini Cart

First and Second Grade – iPad Mini

Third thru Sixth Grade – iPad Air (\*One 3<sup>rd</sup> Grade Class uses iPad2\*)

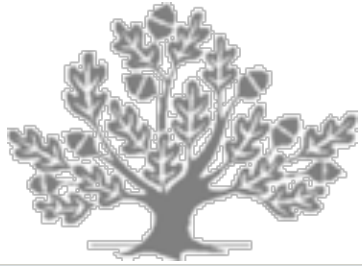
Seventh thru Ninth Grade – iPad 2

Tenth thru Twelfth Grade – iPad Air

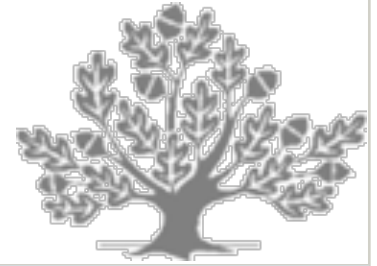


All Teachers and Support Staff have been provided iPads

1,705 Total iPads within the District



# Classroom Technology



## Current Status – Carts, Labs, Projectors, Mimio

SES Cart 1 – Summer 2006 (9 Years)

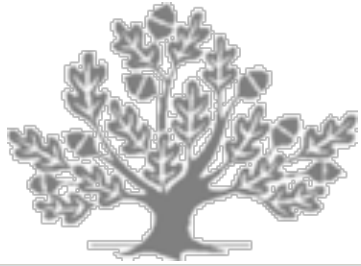
SES Cart 2 – Summer 2010 (5 Years)

SES Media Center – Summer 2009 (6 Years)

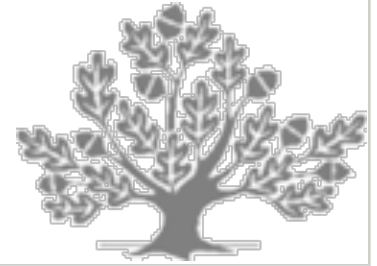
MBA Cart 1 – Summer 2013 (2 Years)

MBA Cart 2 – Winter 2006 (8.5 Years)

MBA Media Center – Winter 2013 (2 Years)



# Classroom Technology



## Current Status – Carts, Labs, Projectors, Mimio

SHS Cart 1 – Fall 2006 (9 Years)

SHS Cart 2 – Summer 2013 (2 Years)

SHS Media Center – Fall 2008 (7 Years)

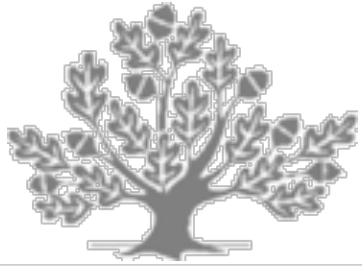
SHS Room 114 – Summer 2011 (4 Years)

SHS Room 116 – Summer 2012 (3 Years)

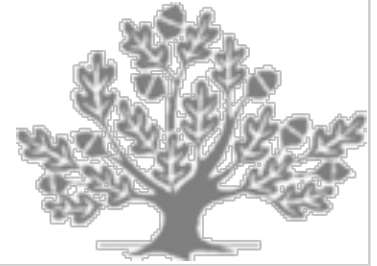
SHS Room 118 – Summer 2009 (6 Years)

Projectors - Average 9 Years Old

Mimio - 18 devices in the district (3-4 Years)

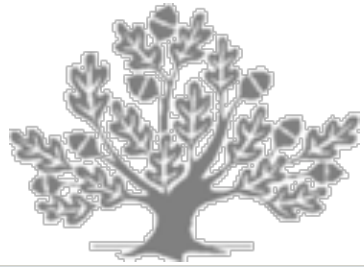


# Phones

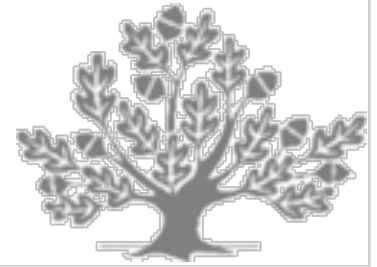


## Current Status

- Main Switch is roughly 9 years old
- Interface slots are slowly being upgraded to digital
- Phones and voicemail have been “mostly” stable. Serious VM outage in the fall.



# Video Systems

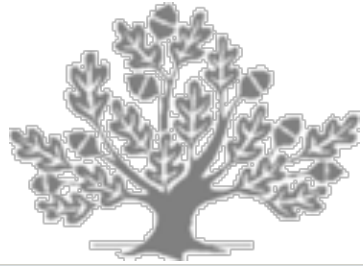


## Current Status

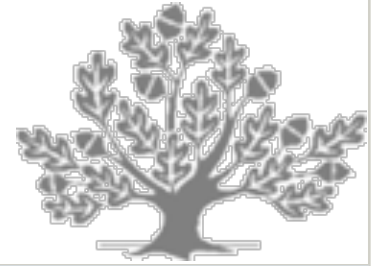
- Keep broadcast analog
- Tube TVs
- Decentralize DVD / VCR Players



But Change Is Coming...



# Professional Development



## Staff Professional Development – Ongoing

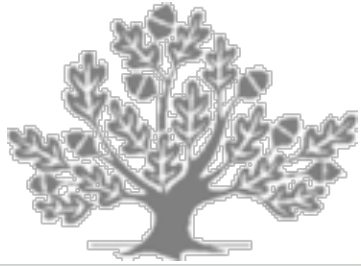
- Experienced staff are sharing their knowledge via professional development workshops or team meetings (Teachers Teaching Teachers)
- Apple Lease Program includes on-site training
- IT Staff Provides Individual & Group Training
- Webinars & Workshops (CREC)

## Larger Presence in K12 IT Community

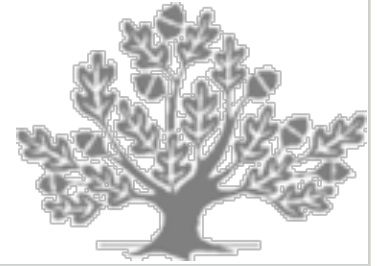
- UCONN iPad Conference – 6 Presenters from Somers

## Encourage Process Analysis

- BETA Club
- Art Camera
- Curriculum Website Update
- Nurse Office Procedures



# Improvement Plan



## Digital Content Delivery System

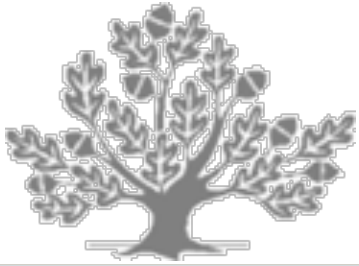
- \$74,000 Provided by PEGPETIA Grant
- Live Stream Events
- Online Digital Repository
- Replay Recorded Events

## New Dedicated AV Technician

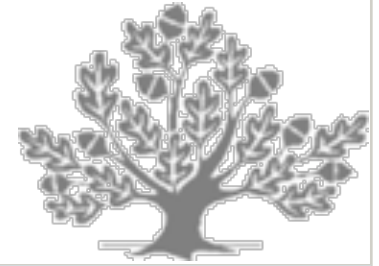
## New Educational Technologist

## SES Auditorium

- Improve the AV Setup
- Funding Provided by SEF and SES PTO
- CREC is contributing \$2,000 (New Vendor)



# Improvement Plan



## Mobile device management (MDM)

- Provide the ability to centrally manage clients and client applications
- New Apple iOS allows “No-Touch”
- All iPads will be Reset this Summer

Client details | [Refresh details](#) | [Edit details](#)

Name:

Model: MacBook Air

Serial:

Warranty: [Apple](#)

Tags: [recently-added](#)

Auto tags: [Mac devices](#)

Owner: [Set an owner](#)

OS

Version: OS X 10.10.3

Storage

Device storage: 23.2 GB / 55.4 GB

42%

Device security

Lock device

Selective wipe

Erase device

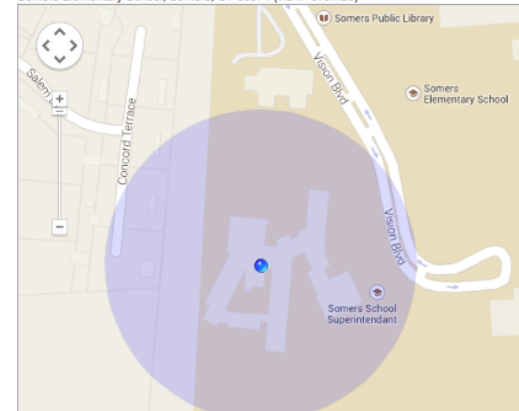
Installed

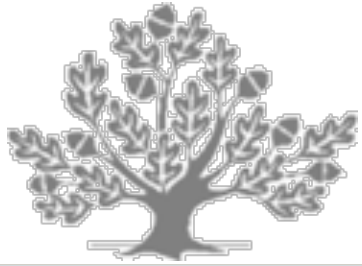
Discover date	Name	Vendor	Version
Mar 27, 2015	Flashlight	iTunes Store	1.9.0
Mar 26, 2015	vShare	iTunes Store	2.2.3
Mar 26, 2015	COD Zombies	iTunes Store	1.5.0
Mar 26, 2015	FreeMusic+	iTunes Store	1.4
Mar 19, 2015	Calculator iPad	iTunes Store	2.11
Mar 19, 2015	MyNBA2K15	iTunes Store	1.0.128102
Mar 19, 2015	MM Live	iTunes Store	20
Mar 19, 2015	Game Time	iTunes Store	6.3
Mar 16, 2015	Dumb Ways	iTunes Store	3.0.0
Mar 16, 2015	Subway Surf	iTunes Store	1.37.1

10 results per page

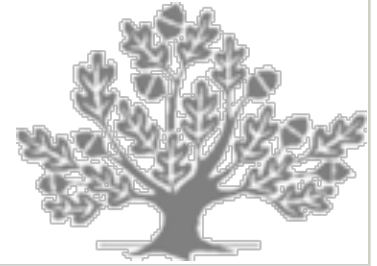
Approximate location | [Refresh location](#)

Somers Elementary School, Somers, CT 06071 (via IP override)

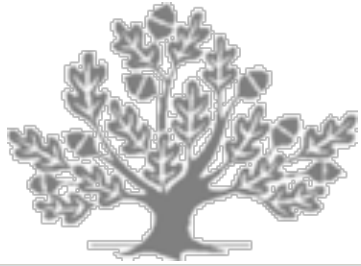




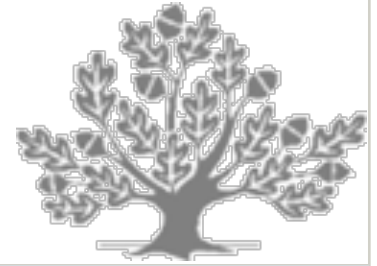
# Vision



How can we use technology  
to make things “better”?



# Vision



- Online Registrations / Sign-Ups
- Electronic Café System
- Business Office / PO System
- Electronic Medical Record System
- Lab Management
- Process Analysis
- Professional Development, Development, Development!!!

