

BOE Meeting Template

Monday, September 12, 2016 7:00 PM

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

1. 2017 Summer School Report
Mr. Gary Cotzin and Dr. Messina will present their reports on the summer school programs to the board for their information.
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8. CALL TO ORDER
9. PLEDGE OF ALLEGIANCE
10. APPROVAL OF MINUTES 3
11. AUDIENCE TO CITIZENS/STAFF/STUDENTS
12. CORRESPONDENCE
13. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS
14. CONSENT AGENDA
 - 1. Approval of Bills 8
 - 2. Resignation Letter - K. Brzezowski 16
Karen Brzezowski, Administrative Assistant to the Superintendent, has handed in her letter of resignation effective Friday, September 16, 2016.
 - 3. Resignation Letter - A. Apostol 17
Aldy Apostol, Custodian at Somers High School, has handed in his letter of resignation effective September 12, 2016.
15. NEW BUSINESS
 - 1. SHS Field Trip Request to Quebec City 18
Ms. Cheryl Gustafson, SHS World Language Teacher, is submitting a field trip request for a trip to Quebec City on December 9-11, 2016. Ms. Gustafson will be available to answer any questions Board members may have.
 - 2. First Warning of DBS Code 3520.13 - Student Data Protection and Privacy/Cloud- 25
Based Issues
The Policy Committee has reviewed recommendations by CAFE and is recommending this new policy to replace the previous version to comply with new legislation. Second warning/adoption will be included on the 9/26/16 agenda.

3.	First Warning of DBS Code 4111/4211 - Recruitment and Selection	39
	The Policy Committee has reviewed recommendations by CABE for policy revisions and is presenting the revised policy for first warning to the board. Second warning/adoption will be included on the 9/26/16 agenda.	
4.	First Warning of DBS Code 5131.601 - Medical (Palliative) Use of Marijuana	41
	The Policy Committee has reviewed recommendations by CABE for the attached policy and is presenting the new policy for first warning to the board. Second warning/adoption will be included on the 9/26/16 agenda.	
5.	First Warning of DBS Code 5141.4 - Reporting of Child Abuse, Neglect and Sexual Assault	45
	The Policy Committee has reviewed recommendations by CABE and is presenting the revised policy for first warning to the board. Second warning/adoption will be included on the 9/26/16 agenda.	
16.	OLD BUSINESS	
17.	ADMINISTRATIVE REPORTS	
1.	Summer School Update	49
	Reports on summer school programs will be presented to the board for their information.	
2.	Capital Projects Update	55
	Mr. Bill Boutwell, Director of Business Services, will present the Capital Projects Update. He will be available to answer any questions board members may have.	
3.	Professional Development Evaluation Committee Update	56
	Dr. Irene Zytka, Director of Curriculum, will give an update on the PDEC and be available to answer any questions board members may have.	
18.	COMMITTEE REPORTS	
1.	Budget	
2.	Curriculum	
3.	Policy	
4.	Salary & Negotiations	
5.	Planning	
6.	Other Committees	
19.	OTHER	
20.	ADJOURNMENT	

SOMERS BOARD OF EDUCATION

1 Vision Boulevard

Somers, CT 06071

www.somers.k12.ct.us

MINUTES OF THE MEETING – AUGUST 22, 2016

Members Present: B. Devlin, R. Lees, Jr., S. Moynihan Bollinger (via Skype, exited Skype at 7:58 p.m.), A. Kirkpatrick, M. Marquardt (7:03 p.m.), K. McLellan (7:05 p.m.), B. Capuano

Members Absent: D. Palmer, J. Formeister

Administrators Present: Dr. M. Suffredini, B. Boutwell, Dr. D. Messina, Dr. I. Zytka, C. Krevolin, R. Kapner, J. Oliver, D. Senecal, G. Cotzin, D. Carroll, R. Wilson

Staff Present:

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 Chairman Devlin in the Mabelle B. Avery Middle School Board of Education meeting room.

2.0 PLEDGE OF ALLEGIANCE

3.0 APPROVAL OF MINUTES

July 11, 2016 – It was **MOVED** (B. Capuano), **SECONDED** (A. Kirkpatrick) to approve the July 11, 2016 Board of Education meeting minutes as presented. **PASSED 5-0.**

4.0 AUDIENCE TO CITIZENS/STAFF/STUDENTS

5.0 CORRESPONDENCE

6.0 OPPORTUNITY TO ADD/DELETE AGENDA ITEMS

- It was **MOVED** (R. Lees), **SECONDED** (B. Devlin) to add agenda item 7.3 – Resignation of A. Mancuso. **PASSED 5-0.**
- It was **MOVED** (A. Kirkpatrick), **SECONDED** (B. Capuano) to add agenda item 7.4 – Discussion of CAFE Workshop Date. **PASSED 5-0.**

7.0 CONSENT AGENDA

7.1. Approval of Bills

- It was **MOVED** (A. Kirkpatrick), **SECONDED** (B. Capuano) to approve the 7/14/16 FY15-16 bills in the amount of \$141,883.93 as presented. **PASSED 6-0.**
- It was **MOVED** (A. Kirkpatrick), **SECONDED** (B. Capuano) to approve the 7/20/16 bills in the amount of \$282,307.41 as presented. **PASSED 6-0.**

- It was **MOVED (A. Kirkpatrick), SECONDED (B. Capuano)** to approve the 8/22/16 bills in the amount of \$534,233.32 as presented. **PASSED 6-0.**

7.2. Resignation Letter – S. Plachy

It was **MOVED (A. Kirkpatrick), SECONDED (B. Capuano)** to accept the resignation of Sandi Plachy, Special Education Paraeducator at Somers Elementary School. Sandi has been with the Somers Public Schools for over 17 years. **PASSED 6-0.**

7.3. Resignation Letter – A. Mancuso

It was **MOVED (A. Kirkpatrick), SECONDED (B. Capuano)** to accept the resignation of Amy Mancuso, Nurse at Somers Elementary School. **PASSED 6-0.**

7.4. Discussion of CABA Workshop Date

There was a discussion regarding dates for the CABA workshop regarding a superintendent search to be held on a Board meeting night either on Monday, 9/26/16, or Tuesday, 10/11/16.

8.0 NEW BUSINESS

8.1. 2015-2016 Budget Transfers

It was **MOVED (B. Capuano), SECONDED (A. Kirkpatrick)** to approve the proposed 2015-2016 Operating Budget Transfers as presented by B. Boutwell, Director of Business Services. **PASSED 7-0.**

8.2. BOE Agenda Reporting Schedule 2016-2017

It was **MOVED (M. Marquardt), SECONDED (R. Lees)** to approve the revised BOE Agenda Reporting Schedule for 2016-2017 as presented. **PASSED 7-0.**

8.3. Request for Leave Without Pay

It was **MOVED (A. Kirkpatrick), SECONDED (S. Bollinger)** to approve Edward Cunningham's request of an extended leave without pay through September 6, 2016. Mr. Cunningham is the Head Custodian at Somers Elementary School. **PASSED 7-0.**

9.0 OLD BUSINESS

10.0 ADMINISTRATIVE REPORTS

10.1. MBA Academic Support Academy

Mr. C. Krevolin, Mabelle B. Avery Middle School Principal, updated the Board and presented photographs and a brief video regarding the MBA Academic Support Academy summer school program which ran for 11 days from 8:30-11:00 a.m. The program focused on students in need of intervention who were unsuccessful by failing two or more subjects; students not working to their full potential; and, students who did not meet the criteria for promotion. The program's biggest success was helping students with their executive functioning. Out of 22 students who were invited, nine students attended the program (six 6th graders, one 7th grader, and two 8th graders). The students were expected to spend a half hour at the end of each day reviewing their portfolio and examining ways in which they could positively change the outcome.

Parents had positive feedback regarding the program. The students' summaries will be shared with their upcoming teachers, and their progress will be monitored closely throughout the school year.

10.2. Back to School Update

Dr. Suffredini updated the Board on the facilities, staff, and programs for the start of the 2016-2017 school year. Convocation Day will be held on Friday, August 26, 2016. Several staff members have been hired, and they will be attending orientation on Wednesday, August 24, 2016. Dr. Suffredini commended the custodial staff for their hard work and preparation for the 2016-2017 school year.

10.3. Activity Account Report

Mr. B. Boutwell, Director of Business Services, provided the Board with an activity fund accounts report for SES, MBA, SHS, and system-wide. All transactions are handled through the Business office.

10.4. Building Goals Presentation

Dr. Suffredini introduced the administrators who provided the Board with their building goals for the 2016-2017 school year:

- **Somers Elementary School:** J. Oliver, SES Principal, and D. Senecal, SES Assistant Principal, reported that they will be utilizing the new MAP assessment as one of the benchmarks for student growth. Students are evaluated in literacy, math, and reading intervention. In literacy, Fountas and Pinnell (grades K-5), MAP for Primary Grades (K-1), and MAP (grades 2-5) assessments will be used to evaluate students' literacy. The goal is to reach or exceed the end-of-year grade level reading expectation and increase the end-of-year MAP by one RIT band (equivalent to 10 points) or more. In math, grades K-1 are evaluated using the MAP for Primary Grades while grades 2-5 are evaluated using the MAP Math Assessment. The goal for all grades is to increase scores by one or more RIT band. In reading intervention, grades K-5 will reach or exceed end-of-year reading expectation using the Fountas and Pinnell assessment. Grades K-1 will increase scores by more than one RIT band as well as grades 2-5 utilizing the MAP for Primary Grades and MAP reading assessment, respectively.
- **Mabelle B. Avery Middle School:** C. Krevolin, MBA Principal, and R. Kapner, MBA Assistant Principal, reported that MBA will utilize the MAP assessments which will enable teachers to monitor progress and growth as well as students' weaknesses requiring intervention. Students are evaluated in reading, writing, and math. In reading, 85% of students will achieve their projected growth as measured by MAP. In writing, the goal is for 85% of students to be "Proficient" in writing as measured by the "6 + 1 Trait Writing Model of Instruction and Assessment." This rubric entails assessments in ideas, organization, voice, word choice, sentence fluency, confections, and presentation. All teachers will use this rubric throughout the year. In math, 85% of students will achieve their projected growth as measured by MAP.

- **Somers High School:** G. Cotzin, SHS Principal, and D. Carroll, SHS Assistant Principal, reported that the PSATs and SATs were the assessment goals utilized in math and literacy. In math, freshmen will improve their PSAT scores by May 15, 2017 by an average of 7% as measured by a pre-assessment administered in October. Sophomores and juniors will improve their PSAT scores by May 15, 2017 by an average of 7% as compared to their previous year's assessment. Seniors will improve their SAT scores by an average of 7% as compared to their 11th grade SAT baseline scores. In literacy, the students' goal is to improve their PSAT/SAT scores by 5% compared to their previous year. Graduation goals include 95% of freshmen and sophomores earning appropriate credits, 98% of juniors earning 15 credits, and 100% of seniors earning at least 22 credits by 6/8/17.
- **Pupil Services:** Dr. D. Messina, Director of Pupil Services, reviewed the student growth expectations for students on IEPs involving language arts, mathematics, and/or speech/language goals. Students on IEPs are obligated to have triennial testing. 90% of 1st-12th grade students on IEPs due for their triennial reevaluation in 2016-2017 will demonstrate an average of at least one year's growth as measured by the Wechsler Individual Achievement Test (WIAT) for language arts and math and/or as measured by the Clinical Evaluation of Language Fundamentals (CELF) for speech/language.
- **Curriculum, Instruction, & Assessment:** Dr. I. Zytka, Director of Curriculum, reported her goals to the Board. Under Curriculum, all departments will be supported to complete their scope and sequence document by 6/2017 as well as providing PD in Science. Under Instruction, training of the district's Interventionists to support schools and the MTSS district process will be provided as well as supporting new teachers through instructional strategies and classroom observations. Under Assessment, Dr. Zytka will provide K-8 teachers training in the classroom focused on the improvement process; facilitate the implementation of a district data team; and, oversee the full implementation of the NWEA MAP testing universal screen along with benchmark data and classroom assessments.

11.0 COMMITTEE REPORTS

Minutes will be taken at all subcommittee meetings.

11.1. Budget – No report.

11.2. Curriculum – No report.

11.3. Policy – A. Kirkpatrick reported that the committee met prior to the Board meeting on 8/22/16. Four policies will be warned at the next Board meeting. The next policy committee meeting will be held on 9/26/16 at 6:30 p.m.

11.4. Salary & Negotiations – Dr. Suffredini reported that negotiations with SEA will open in a month. He will be meeting with Atty. Cannon and will update the Board.

11.5. Planning – No report.

11.6. Other Committees – None.

12.0 OTHER

A. Kirkpatrick reported that NEASC will visit on March 27, 2017.

13.0 ADJOURNMENT

It was MOVED (M. Marquardt), SECONDED (B. Capuano) to adjourn the BOE meeting at 8:25 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 meeting.

Somers Board of Education General Budget Treasury Warrant

Report # 41727

Check Batch: 15400
 Check Header: (N / A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
 Cash Account Numbers: (First) - (Last)
 Bank Account Code: (N/A)
 Check Authorization Code: AP GB
 Minimum Check Amount: \$0.00
 Sorted By:
 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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Approved by:

Date:


9/7/16

William B. Boutwell, Director of Business Services

15400	12212	09/12/2016	V02129	Alarm New England LLC	0.00	7,226.19
	12213	09/12/2016	V52670	SYNCB/AMAZON	0.00	3,545.78
	12218	09/12/2016	V60084	American Time & Signal Company	0.00	593.78
	12219	09/12/2016	V60041	Anthem BCBS	0.00	237,666.35
	12220	09/12/2016	V60040	Anthem Life Insurance Company	0.00	2,105.27
	12221	09/12/2016	V52029	Anytime Sewer & Drain & Jetting Services	0.00	170.00
	12222	09/12/2016	V02141	Apple Inc.	0.00	1,919.00
	12223	09/12/2016	V00282	Atwood Fire & Security	0.00	1,703.74
	12224	09/12/2016	V61066	Avery Portables, Inc	0.00	50.00
	12225	09/12/2016	V61211	B-G Mechanical Service, Inc	0.00	1,115.45
	12226	09/12/2016	V51683	Barnes & Noble, Inc	0.00	83.85
	12227	09/12/2016	V60312	Barnes Pools, Stones & Stuff	0.00	315.00
	12228	09/12/2016	V54166	Bell/Simons Co., The	0.00	1,162.86
	12229	09/12/2016	V02406	Billings Sports, Inc.	0.00	446.00
	12230	09/12/2016	V02304	Blaine Window Hardware, Inc.	0.00	793.87
	12231	09/12/2016	E00019	Blauvelt, Pam	0.00	8.50
	12232	09/12/2016	V60362	Booksource Inc., The	0.00	975.21
	12233	09/12/2016	E00570	Boutwell, Holly	0.00	60.12
	12234	09/12/2016	V60178	Building Specialties	0.00	1,628.30
	12235	09/12/2016	V00129	Carolina Biological Supply Co.	0.00	31.13

Somers Board of Education General Budget Treasury Warrant

Report # 41727

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	12236	09/12/2016	V60862	CCP Industries Inc.	0.00	209.79
	12237	09/12/2016	V60562	CEC	0.00	65.00
	12238	09/12/2016	V54308	Gale/CENGAGE Learning	0.00	2,077.90
	12239	09/12/2016	V53390	CIRMA	0.00	48,643.00
	12240	09/12/2016	V61231	College Steps	0.00	10,500.00
	12241	09/12/2016	V60882	Comtech Phones	0.00	162.00
	12242	09/12/2016	V00204	CREC	0.00	475.00
	12243	09/12/2016	V02547	CT Schools Bldgs & Grounds Association	0.00	300.00
	12244	09/12/2016	V60961	Data Management, Inc	0.00	750.00
	12245	09/12/2016	V60709	DBS Energy Inc.	0.00	3,376.42
	12246	09/12/2016	V61005	Deep Surplus	0.00	400.49
	12247	09/12/2016	E00091	Dewey, Linda	0.00	110.00
	12248	09/12/2016	V60416	DG Graphics	0.00	60.00
	12249	09/12/2016	V00381	Discovery Education, Inc.	0.00	1,600.00
	12250	09/12/2016	E00096	Duffy, Margaret	0.00	28.08
	12251	09/12/2016	V61232	Dunning Playground Surfacing	0.00	1,675.10
	12252	09/12/2016	V60240	edHelper	0.00	399.80
	12253	09/12/2016	V00605	Electrical Wholesalers	0.00	1,002.80
	12254	09/12/2016	V52317	Ellington Board of Education	0.00	6,011.40
	12255	09/12/2016	V61230	ENGIE Resources	0.00	10,405.29
	12256	09/12/2016	V60592	Eversource Corporation	0.00	1,717.10
	12257	09/12/2016	V00159	Eversource Energy	0.00	10,241.17
	12258	09/12/2016	V61235	F. W. Webb Company	0.00	53.78
	12259	09/12/2016	V02186	Flinn Scientific, Inc.	0.00	1,943.99
	12260	09/12/2016	V53493	The Floor Connection	0.00	320.00
	12261	09/12/2016	V60951	Follett School Solutions, Inc	0.00	5,822.27
	12262	09/12/2016	V61017	Frontier Communications	0.00	46.37
	12263	09/12/2016	V61015	Frontline Education	0.00	9,330.30
	12264	09/12/2016	V60001	Garrett Book Co.	0.00	765.76
	12265	09/12/2016	V61236	Gateway Enterprise Corporation	0.00	2,329.00
	12266	09/12/2016	V54081	Graduate Pest Solutions, Inc.	0.00	315.00
	12267	09/12/2016	V00511	Grainger	0.00	21.24
	12268	09/12/2016	V60804	Granite City Electric Supply	0.00	1,884.38
	12269	09/12/2016	V53439	Group Dynamic	0.00	27.75
	12270	09/12/2016	V51232	Hartford Hospital	0.00	3,498.00
	12271	09/12/2016	E00142	Herbert, Paula	0.00	141.57
	12272	09/12/2016	V21177	Home Depot CRC	0.00	53.56

Somers Board of Education General Budget Treasury Warrant

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	12273	09/12/2016	V00402	Hopkins Audiometer LLC	0.00	312.00
	12274	09/12/2016	V60344	ImPACT Applications Inc	0.00	600.00
	12275	09/12/2016	V60561	Infoshred, LLC	0.00	120.50
	12276	09/12/2016	V52848	Intensive Education Academy, Inc.	0.00	22,238.00
	12277	09/12/2016	V60043	IVEY Industries	0.00	229.75
	12278	09/12/2016	V60521	IXL Learning	0.00	343.00
	12279	09/12/2016	V00999	J.W. Pepper & Son, Inc.	0.00	252.99
	12280	09/12/2016	V02093	JCN Services	0.00	2,325.00
	12281	09/12/2016	V00665	Kelly-Fradet Lumber	0.00	309.94
	12282	09/12/2016	V02898	MagnaKleen Services	0.00	100.33
	12283	09/12/2016	V54065	Mehl, Thomas R	0.00	1,372.50
	12284	09/12/2016	V60971	Mercer Consumer	0.00	162.00
	12285	09/12/2016	V60053	Microbac Laboratories, Inc	0.00	160.00
	12286	09/12/2016	V54159	Vernon Printing Co, Inc.	0.00	682.68
	12287	09/12/2016	V00827	Moore Medical Corp.	0.00	20.88
	12288	09/12/2016	V01013	NASCO Fort Atkinson	0.00	161.02
	12289	09/12/2016	V60486	Northern Nurseries, Inc.	0.00	265.00
	12290	09/12/2016	V60983	OMNI Group, The	0.00	4.00
	12291	09/12/2016	V60097	Paxton/Patterson LLC	0.00	945.90
	12292	09/12/2016	V53849	NCS Pearson, Inc.	0.00	143.00
	12293	09/12/2016	V01163	PermaBound Books	0.00	490.00
	12294	09/12/2016	V53914	Pitney Bowes, Inc.	0.00	105.00
	12295	09/12/2016	V52686	Plimpton & Hills	0.00	252.98
	12296	09/12/2016	V61237	PowerSchool Group LLC	0.00	22,912.00
	12297	09/12/2016	V60876	Premier Agendas Inc	0.00	1,067.70
	12298	09/12/2016	V60864	Pullman & Comley, LLC	0.00	1,504.50
	12299	09/12/2016	V53593	ReadyRefresh by Nestle	0.00	59.89
	12300	09/12/2016	V52074	Really Good Stuff, Inc.	0.00	41.34
	12301	09/12/2016	V02610	Reliable Welding & Speed, LLC.	0.00	203.00
	12302	09/12/2016	V51134	Richco Products, Inc.	0.00	304.92
	12303	09/12/2016	V52476	River Valley Lawn Care LLC	0.00	875.19
	12304	09/12/2016	V60627	RnB Enterprises, Inc.	0.00	1,696.00
	12305	09/12/2016	V51385	Rockwell Communications	0.00	161.32
	12306	09/12/2016	V60735	RPS Associates of N.E. Inc.	0.00	60.00
	12307	09/12/2016	V00615	Scholastic	0.00	584.39
	12308	09/12/2016	V01292	School Specialty, Inc.	0.00	2,636.90
	12309	09/12/2016	V61114	SchoolDude.com	0.00	2,050.00

Somers Board of Education General Budget Treasury Warrant

Report # 41727

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	12310	09/12/2016	V02325	Sheffield Pottery, Inc.	0.00	522.00
	12311	09/12/2016	V51324	Sherwin-Williams Co., The	0.00	207.64
	12312	09/12/2016	V60911	SHI International Corp	0.00	3,278.00
	12313	09/12/2016	V60871	Showbie Inc.	0.00	3,000.00
	12314	09/12/2016	E00311	Smith, Cathleen	0.00	21.28
	12315	09/12/2016	V02217	Smyth's Auto & Truck	0.00	60.00
	12316	09/12/2016	V01485	Social Studies School Services	0.00	290.52
	12317	09/12/2016	V02404	Somers Ace Hardware	0.00	944.86
	12318	09/12/2016	V00886	Somers Lunch Program	0.00	928.77
	12319	09/12/2016	V60616	Somers Public Schools	0.00	2,540.93
	12320	09/12/2016	V00548	Somers Sanitation Service, Inc.	0.00	1,189.70
	12321	09/12/2016	V01591	Town of Somers	0.00	1,163.26
	12322	09/12/2016	E00322	Suffredini, Dr. Maynard	0.00	633.48
	12323	09/12/2016	V60056	Supplyworks	0.00	55.58
	12324	09/12/2016	V61076	Teachers Synergy, LLC	0.00	31.98
	12325	09/12/2016	M53099	Tull Brothers, Inc.	0.00	1,209.47
	12326	09/12/2016	V60869	Twin State Turf Farm, Inc	0.00	1,440.00
	12327	09/12/2016	V60776	UCONN Center for Disabilities	0.00	60.00
	12328	09/12/2016	V21164	Unum Life Insurance Company of America	0.00	3,823.93
	12329	09/12/2016	V61140	Van Pool Transportation LLC	0.00	13,495.00
	12330	09/12/2016	V54059	Verizon Wireless	0.00	577.00
	12331	09/12/2016	V60464	VEX Robotics Inc	0.00	317.17
	12332	09/12/2016	V53413	W. B. Mason Co., Inc.	0.00	1,389.57
	12333	09/12/2016	V02738	William V. MacGill & Co.	0.00	1,389.80
	12334	09/12/2016	E00358	Zanelli, Andrea	0.00	27.50
Totals:					0.00	\$492,714.77

119 Checks Listed.

Somers Board of Education General Journal Register

Report # 41726
Batch: 15377
Transaction: N/A
Show Summary Only: Yes

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
15377	\$492,714.77	Posted	Lbergamini	09/01/2016	Lbergamini	09/07/2016

General Ledger Distribution Summary						
Period, Fiscal Year	Account Number	Account Description	DTF Base	Over Budget	Debits	Credits
September, 2017						
Generated Distributions						
	10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			425,291.01	0.00
	10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	425,291.01
		Total Generated Distributions			\$425,291.01	\$425,291.01
User-Entered Distributions						
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			807.80	0.00
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	493,522.57
	10-100-2-2-00-242-611-01-5-01183	K-5 FIFTH GRADE SUPPLIES			151.24	0.00
	10-100-2-2-02-242-611-01-5-00161	K-5 - ART SUPPLIES			232.00	0.00
	10-100-2-2-14-241-611-01-5-00155	K-5 - GENERAL SUPPLIES			242.45	0.00
	10-100-2-2-14-242-611-01-5-00652	K-5 - KINDERGARTEN SUPPLIES			12.90	0.00
	10-100-2-2-14-242-611-01-5-00846	K-5 - THIRD GRADE SUPPLIES			116.56	0.00
	10-100-2-2-16-242-611-01-5-00722	K-5 - LANGUAGE ARTS SUPPLIES			1,453.11	0.00
	10-100-2-2-18-242-611-01-5-00187	K-5 - MATH SUPPLIES			247.20	0.00
	10-100-2-2-20-242-611-01-5-00169	K-5 - MUSIC SUPPLIES			377.67	0.00
	10-100-2-2-27-242-611-01-5-00904	K-5 - REMEDIAL READING SUPPLY			422.96	0.00
	10-100-2-2-28-242-611-01-5-00202	K-5 - SCIENCE/HEALTH SUPPLIES			224.47	0.00
	10-100-2-2-30-242-611-01-5-00208	K-5 - SOCIAL STUDIES SUPPLIES			660.38	0.00
	10-100-2-3-02-242-611-01-5-00164	MA - ART SUPPLIES			1,483.23	0.00
	10-100-2-3-14-241-611-01-5-00157	MA - GENERAL SUPPLIES			71.40	0.00
	10-100-2-3-16-242-611-01-5-00184	MA - LANGUAGE ARTS SUPPLIES			1,237.95	0.00
	10-100-2-3-18-242-611-01-5-00189	MA - MATH SUPPLIES			185.34	0.00
	10-100-2-3-22-242-611-01-5-00194	MA - PHYSICAL ED SUPPLIES			564.56	0.00
	10-100-2-3-28-242-611-01-5-00204	MA - SCIENCE SUPPLIES			147.00	0.00
	10-100-2-3-30-242-611-01-5-00210	MA - SOCIAL STUDIES SUPPLIES			290.52	0.00
	10-100-2-3-30-243-611-01-5-01074	MA - SOCIAL STUDIES WORKBOOKS			98.00	0.00
	10-100-2-3-48-242-611-01-5-01218	MA - HEALTH & LIFE SKILLS			49.00	0.00
	10-100-2-4-04-242-611-01-5-00176	HS - BUSINESS ED SUPPLIES			48.28	0.00
	10-100-2-4-12-242-611-01-5-00183	HS - TECHNOLOGY ED SUPPLIES			1,263.07	0.00
	10-100-2-4-14-241-611-01-5-00159	HS - GENERAL SUPPLIES			374.79	0.00
	10-100-2-4-20-242-611-01-5-00168	HS - BAND SUPPLIES			485.81	0.00

Somers Board of Education General Journal Register

Report # 41726

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
15377	\$492,714.77	Posted	Lbergamini	09/01/2016	Lbergamini	09/07/2016
		HS - SCIENCE SUPPLIES			2,118.60	0.00
		SW - GENERAL COMPUTER SUPPLIES			977.72	0.00
		SW - A.V. SUPPLIES			1,111.49	0.00
		K-5 CAPITAL OUTLAY			79.23	0.00
		K-5 CAPITAL OUTLAY			0.00	79.23
		HS CAPITAL OUTLAY			0.00	555.48
		HS - TECH ED CAPITAL OUTLAY			2,502.00	0.00
		SP ED - INSTITUTIONAL DUES			65.00	0.00
		SP ED - TESTING			143.00	0.00
		SP ED - TRAVEL/IN-SERVICE			230.12	0.00
		SW HEALTH SUPPLIES			1,410.68	0.00
		HS - TRAVEL/IN-SERVICE			28.08	0.00
		K-5 - A.V. MATERIALS			388.00	0.00
		MA - LIBRARY BOOKS			286.80	0.00
		HS - LIBRARY BOOKS			2,843.66	0.00
		HS - A.V. MATERIALS			388.00	0.00
		SW - COMPUTER SOFTWARE		Yes	4,999.80	0.00
		B.O.E. - OTHER PROF. SERVICES			1,508.50	0.00
		B.O.E. - COMMUNITY RELATIONS			600.00	0.00
		B.O.E. - SUPPLIES			4.95	0.00
		SCHOOL BOARD LEGAL		Yes	2,391.25	0.00
		CO - INSTITUTIONAL DUES		Yes	300.00	0.00
		CO - PETTY CASH			59.89	0.00
		CO - TRAVEL/IN-SERVICE			920.18	0.00
		CO - OFFICE SUPPLIES			1,467.16	0.00
		CO - OFFICE SUPPLIES			0.00	163.80
		CO - COPIER RENTAL			512.64	0.00
		CO - POSTAGE METER			105.00	0.00
		CO - CAPITAL OUTLAY EQUIPMENT			1,519.00	0.00
		HS - OFFICE SUPPLIES			333.10	0.00
		K-5 - COPIER RENTAL			512.64	0.00
		MA - COPIER RENTAL			512.62	0.00
		HS - COPIER RENTAL			512.64	0.00
		K-5 - FORMS & PRINTING			1,750.38	0.00
		CO - FORMS & PRINTING			120.50	0.00
		SW - COMMUNICATION SUPPLIES			162.00	0.00
		SW - HEALTH MAINTENANCE		Yes	312.00	0.00
		K-5 BUILDING REPAIRS			4,429.79	0.00

Somers Board of Education General Journal Register

Report # 41726

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15377	\$492,714.77	Posted	Lbergamini	09/01/2016	Lbergamini	09/07/2016
		K-5 - TELEPHONE			Yes	148.57 0.00
		10-260-5-3-64-642-530-04-5-00365 MA - TELEPHONE			Yes	112.20 0.00
		10-260-5-4-12-722-430-01-5-00395 HS - TECHNOLOGY ED MAINTENANCE				327.75 0.00
		10-260-5-4-64-642-530-04-5-00366 HS - TELEPHONE				105.25 0.00
		10-260-5-5-64-642-530-04-5-00367 CO - TELEPHONE			Yes	257.35 0.00
		10-260-5-6-44-722-430-03-5-00404 SW - A.V. MAINTENANCE				1,146.32 0.00
		10-260-5-6-62-650-613-05-5-00377 SW - CUSTODIAL SUPPLIES				2,660.36 0.00
		10-260-5-6-62-722-430-01-5-01077 SW - COMPUTER MAINTENANCE				1,078.92 0.00
		10-260-5-6-62-722-430-08-5-00430 MA - BUILDING MAINTENANCE				2,987.52 0.00
		10-260-5-6-62-722-430-08-5-00439 HS - BUILDING MAINTENANCE				7,691.28 0.00
		10-260-5-6-62-722-430-08-5-00440 SW - EQUIPMENT REPAIR				364.92 0.00
		10-260-5-6-62-722-430-08-5-00442 SW - GROUNDS KEEP				1,140.19 0.00
		10-260-5-6-62-722-430-08-5-00444 SW - RUBBISH REMOVAL				1,189.70 0.00
		10-260-5-6-62-722-430-08-5-00445 SW - TOOL SUPPLY				55.58 0.00
		10-260-5-6-62-722-430-08-5-00447 SW - GENERAL REPAIR				589.10 0.00
		10-260-5-6-62-722-430-08-5-00467 SW - GENERAL PAINT				563.40 0.00
		10-260-5-6-62-722-430-08-5-00801 SW - EXTERMINATING				315.00 0.00
		10-260-5-6-62-722-430-08-5-00885 SW - ELECTRICAL SUPPLIES				2,896.47 0.00
		10-260-5-6-62-722-430-08-5-00885 SW - ELECTRICAL SUPPLIES				0.00 9.29
		10-260-5-6-62-722-430-08-5-01645 SW - LIBRARY AUTOMATION				5,552.46 0.00
		10-260-5-6-62-722-430-08-5-01646 SW - SECURITY				7,226.19 0.00
		10-260-5-6-64-641-620-05-5-00358 K-5 - ELECTRICITY				4,679.79 0.00
		10-260-5-6-64-641-620-05-5-00360 MA - ELECTRICITY				8,086.36 0.00
		10-260-5-6-64-641-620-05-5-00361 HS - ELECTRICITY				11,025.25 0.00
		10-260-5-6-64-641-620-05-5-00362 MAINTENANCE - ELECTRICITY			Yes	231.48 0.00
		10-260-5-6-66-722-430-08-5-00657 SW - PLAYGROUND MAINTENANCE			Yes	1,675.10 0.00
		10-260-6-5-62-722-430-04-5-00452 SW - MAINTENANCE CONTRACTS				3,913.74 0.00
		10-260-6-5-82-820-520-13-5-00515 PROPERTY/LIABILITY INSURANCE			Yes	15,925.00 0.00
		10-260-6-9-62-722-590-08-5-00453 SW - SOFTWARE MAINT CONTRACTS				32,992.30 0.00
		10-270-4-5-84-521-627-12-5-00327 BUS FUEL				863.61 0.00
		10-270-9-9-84-522-510-12-5-00332 SP ED - ADDITIONAL MILEAGE				13,495.00 0.00
		10-279-4-5-84-722-627-12-5-00341 SW - GASOLINE SCHOOL VEHICLES				299.65 0.00
		10-280-6-5-82-820-200-13-5-00509 SW - FLEXIBLE SPENDING ACCT				27.75 0.00
		10-280-6-5-82-820-200-13-5-00512 LIFE AND AD&D INSURANCE				2,105.27 0.00
		10-280-6-5-82-820-200-13-5-00513 L.T.D.				3,823.93 0.00
		10-280-6-5-82-820-200-13-5-00516 WORKER'S COMPENSATION				27,151.75 0.00
		10-280-6-5-82-820-200-13-5-01228 SW - HEALTH SAVINGS ACCOUNT			Yes	237,666.35 0.00
		10-280-6-5-82-820-520-13-5-00520 UMBRELLA LIABILITY INSURANCE			Yes	3,337.00 0.00

Somers Board of Education General Journal Register

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
15377	\$492,714.77	Posted	Lbergamini	09/01/2016	Lbergamini	09/07/2016
		10-320-7-4-42-880-690-06-5-00595	HS - ATHLETIC SUPPLIES		1,046.00	0.00
		10-613-9-9-88-955-561-14-5-00673	SP ED - TUITION		42,722.40	0.00
				Total User-Entered Distributions	<u>\$494,330.37</u>	<u>\$494,330.37</u>
				Total for September, 2017	<u>\$919,621.38</u>	<u>\$919,621.38</u>
				Grand Total for Batch # 15377	<u>\$919,621.38</u>	<u>\$919,621.38</u>

524 Transactions Listed.



"Our commitment to the future"

SOMERS PUBLIC SCHOOLS

1 Vision Boulevard, Somers, Connecticut 06071

(860) 749-2270 • Fax (860) 763-0748

Dr. Maynard M. Suffredini, Jr.
Superintendent of Schools

September 1, 2016

Dear Members of the Board of Education and Dr. Suffredini:

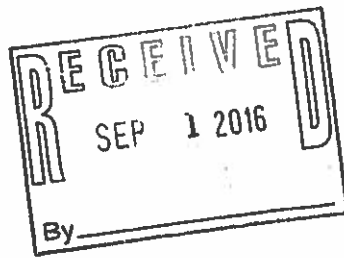
Please accept my letter of resignation as Administrative Assistant in the Office of the Superintendent effective Friday, September 16, 2016.

It has been an honor to work in the Somers Public Schools with such devoted professionals for the past nine years. I will truly miss all the wonderful folks here at Somers and the close friendships I've made! Thank you again for the valuable experiences and opportunities you have given me. I wish you continued success at the Somers Board of Education.

Sincerely,

Karen Brzezowski
Administrative Assistant

August 30, 2016



Somers Board of Education
1 Vision Boulevard
Somers, CT 06071

TO WHOM IT MAY CONCERN:

This letter is to formally tender my resignation as custodian effective September 12, 2016. During my 3 year tenure at Somers High School, I have learned the importance of camaraderie, hard work and resourcefulness.

I am very grateful to have worked with great colleagues who have contributed both to my professional and personal growth.

Under the guidance of Jim MacFeat, as my building and grounds supervisor, I have honed my skills to be better and more productive in my future endeavors.

I wish Somers High School all the best as we both look forward to a brighter future.

All the best.


ALDY APOSTOL

FIELD TRIP REQUEST

School: Somers High School Date: August 11, 2016

Requested by: Cheryl Gustafson Department: World Language

Destination: Québec City Date of trip: December 9-11, 2016

Departure time: 7:00 a.m. Approximate time of return: 8:30 p.m.

Number of students involved: 15-17 Number of chaperones: 2

Type of transportation: Motorcoach and walking to some local attractions

Expense to students: \$745-\$800

Expense to school system: Cost of 2 substitute teachers for 1 day

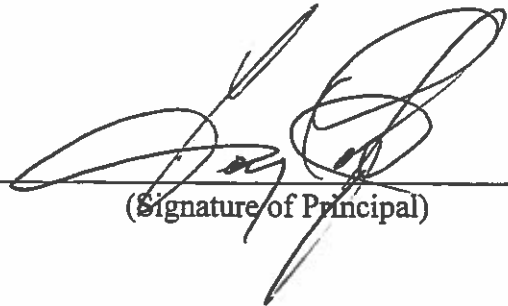
Written Objectives/Relationship to curriculum:

By providing the students will opportunities to learn about the culture and history of the Québec region, this trip will reinforce the ACTFL Standards 2.1 -- Students demonstrate an understanding of the relationship between the practices and perspectives of the culture studied, and 2.2 -- Students demonstrate an understanding of the relationship between the products and perspectives of the culture studied. Students will also have ample opportunities to practice their language skills in an authentic setting, which correlates to ACTFL standards 1.1 Students engage in conversations, provide and obtain information, express feelings and emotions, and exchange opinions, and 1.2 Students understand and interpret written and spoken language on a variety of topics.

Comments:

TRIP LOG

Approved by: _____



(Signature of Principal)

(To be completed and verified by trip chaperone
and returned to Accounting Supervisor, Central Office)

Actual departure time: _____

Actual time of return: _____

Total time of trip (hours/minutes): _____

Bus number(s): _____

Driver name(s): _____

Verified by: _____

(Signature of chaperone)

CENTRAL OFFICE USE ONLY

(For overnight and private vehicle requests only)

Approved _____ Disapproved _____

Superintendent or Designee's Signature Date

Copy: Accounting Supervisor (Superintendent if overnight/private vehicle request) after
Principal's approval.

Copy: Accounting Supervisor (after completion of trip log)

Copy: Principal's copy

FIELD TRIP PERMISSION FORMDate of Trip: December 9-11, 2016 Destination: Québec CityTime of Departure: 7:00 a.m. Place of Departure: Somers High SchoolTime of Return: 8:30 p.m. Place of Return: Somers High SchoolThe Group will be traveling by: Motorcoach (to and from major destinations); Foot to local attractions
(Bus/Foot/Car)

Lunch ___ will ___ will not be provided. --- (Breakfasts and dinners will be provided)

Activities: _____

Parent Comment/Concerns: _____

Supervising Teacher(s): Cheryl A. Gustafson, French Teacher

6 -----

Date of Trip: December 9-11, 2016 Destination: Québec CityParent/guardian contact information:

Home: _____ Work: _____ Cell: _____

Alternate contact and phone number: _____

List any known allergic reactions: _____

Will student be taking any medication on this trip that has been prescribed by a physician: _____

If yes, what is that medication: _____

What was the date of the student's last tetanus shot: _____

Insurance Company: _____ Policy Number: _____

Family Doctor: _____ Phone number: _____

Name any other medical concerns: _____

I give my permission for the Somers Public Schools staff members to seek medical assistance for my child in the case of any injury or illness incurred while participating in this school-sponsored activity. If I cannot be reached to give my consent to medical personnel, this form will serve to give my permission to carry out necessary treatment. I understand that this trip begins and ends at school. I also understand that I must make provisions for the transportation of my child, from the school to our home, at the end of any educational trip that terminates after the regular school day.

Student's Name_____
Parent/Guardian Signature

Date

Cheryl A. Gustafson

Teacher_____
School/Grade



3 Day Quebec City

Somers HS

December 09 to 11, 2016

5 Vision Boulevard, Somers, Connecticut, 06071

Friday, December 09, 2016

- 07:00 AM The day has arrived! The trip you've been waiting all year for is finally here!! Hop aboard your locally chartered luxury motorcoach, get comfortable and get ready for your adventure!
- Stops and lunch en route (at individual expense).
- 03:30 PM Arrive in Quebec City and meet your tour leader in front of the Manège Militaire.
- 04:00 PM Following introductions, enjoy the view from the top of the city's tallest building: l'Observatoire de la Capitale.
- 05:15 PM Have dinner at Le Grand Café Québec, a delicious French restaurant with an explosive dessert!
- 07:00 PM We're taking you to see this awesome theater troupe called Voix Française/American Heart. They put on this awesome interactive play that blends history and hilarity. You'll be laughing so hard you won't even realize that you're learning at the same time. How's that for win-win?
- 08:30 PM Departure for the hotel.
- 09:00 PM Spend the night at the Hotel Plaza.
3031, boul Laurier, Sainte-Foy, Quebec
1(418) 658-2727
- (Or equivalent pending availability upon receipt of deposit.)

Saturday, December 10, 2016

- 07:30 AM Everybody ready? Time to leave the hotel for your next activities! Your tour leader will fill you in on all the fun we have in store for you.
- 08:00 AM Enjoy croissants and a bowl of chocolat chaud at le Cochon Dingue, a quaint café in the historic Quartier Petit Champlain.
- 09:00 AM Walking tour of Quebec City! As you hike up and down around town with a local guide, you'll see the Plains of Abraham, Parliament, Grande Allée, Quartier Petit Champlain, Place Royale and Château Frontenac, a.k.a. the most photographed hotel in the world!
- Stop to admire "La Fresque des Québécois". See how many characters of Quebec's history you can identify!
- 10:30 AM Experience the history of the prestigious Château Frontenac during your guided visit.
- 11:30 AM Now that you're familiar with Old Quebec, let's enjoy some free time! Here's your chance to explore with your friends, discover the charming German Christmas Market, grab lunch (at individual expense), and practice your conversational French. Your Tour Leader will give you a meeting place and time. Enjoy!
- 02:00 PM Observe beautiful mosaics and a replica of Michelangelo's Pieta during your visit of the Ste-Anne shrine.
- 03:00 PM French-Canadian legends and storytelling at l'Atelier Paré, the woodcarving shop.
- 04:00 PM The Montmorency Falls is a Quebec icon. They're the tallest waterfalls in the Province; they're also the site of historic battles and legends. John Keats even references them in his poetry. Keats! There's also a sweet suspended bridge that spans the top and you're about to walk across it. Acrophobics: prepare to conquer your fear!
- 05:00 PM All aboard! Next stop: the SUGAR SHACK!
- Get ready for a special Episode of Moach Idol! It's your time to shine, so don't be shy and show off your hidden talents en route to the Sugar Shack.
- 06:15 PM Get ready to party like it's 1699! At Cabane à Pierre, an authentic French Canadian cabane à sucre, you're going to feast on a 17th Century meal and get down to traditional songs and dances. Don't forget to add some syrup to your pea soup (we're not kidding).
- 08:30 PM Departure for the hotel.

Sunday, December 11, 2016

- 07:30 AM You won't believe it, but the time has come...for your last day of this fantastic journey! Time to leave the hotel with your luggage and take advantage of today to say goodbye to these foreign lands.
- 09:00 AM Breakfast at Le Village Huron, followed by a guided tour where you will learn more about their traditional way of life.
- 10:45 AM Strike a pose! Take a group photo in front of the Château Frontenac. Don't forget your cameras!
- 11:00 AM Spend some time exploring Old Quebec! Don't forget to grab lunch along the way (at individual expense).
- 12:00 PM Hugs and handshakes as you bid farewell to your tour leader and head back home.
Stops and dinner en route (at individual expense).
- 08:30 PM This is when you're expected to arrive back at your school, where your family and friends will be eager to hear all about your adventure!



Cheryl Gustafson
Somers HS
5 Vision Boulevard, Somers, Connecticut, 06071

3 Day Quebec City
December 09 to 11, 2016

What is included

- Roundtrip transportation via luxury motorcoach(es)
- Accommodations as per your budget
- 1 Tour Leader(s) who will stay with your group 24 hours a day and bring your itinerary to life
- 24/7 tour support, with a direct patch to our senior staff
- Private security guard (per coach) to monitor the hallways at night
- Lanyards for all travellers featuring emergency procedures and contacts
- \$25M in liability protection for teachers and chaperones
- Your money placed in a bonded trust account

Meals

- 2 breakfasts
- 2 dinners

Activities

- Observatoire de la Capitale - Guided visit
- Productions Episode - Voix Francaise/American Heart
- Maple Leaf Guide Services - Walking Tour 2 1/2 hrs
- Basilique Ste-Anne de Beaupre - Self-guided tour
- Atelier Paré - Legends and Storytelling
- Montmorency Falls - Parking
- Cicerone - Guided Visit of Château Frontenac

Tour Price (including taxes)

Complimentary chaperones Double occupancy	Paying students Quadruple occupancy	Per student
2	18	US\$685.00
2	16	US\$749.00
2	14	US\$855.00

Options (not included in Tour Price)

	Per person
Double room supplement	US\$101.00
Single room supplement	US\$202.00



NEXT STEPS

The contents of the proposed itinerary are subject to availability. As soon as you sign below and return a copy of this page to me, I will book your coach and hotel. I will then send you a trip confirmation, planning resources, a preliminary itinerary, and a contract with a payment schedule. Your initial deposit of \$100 per paying participant is due 30 days later and with that I can book your entire proposed itinerary and guarantee your trip price.

INSURANCE

By law, we are required to inform you of the insurance plans available to your group. I have sent you information about medical, cancellation and comprehensive coverage options. Please distribute this information to your group as certain packages must be purchased at the same time as your initial deposit.

TRIP-PLANNING RESOURCES

Our trip-planning resources page will help you tackle those nagging questions and master the art of preparing for your student trip with relative ease. We've brought 26 years of student travel smarts together into a series of guides on topics ranging from seasonal packing to foreign currency. We hope they can help teachers, parents and students venture into the big, bold world of educational travel with all the resources to ensure that everyone's safe, prepared, and raring to go!

Visit www.jumpstreet.com/resources so you can hit the ground running!

EARN MONEY TOWARDS YOUR TRIP WITH OUR REFERRAL PROGRAM

Here's a great fundraising idea that feels almost effortless:

Refer Jumpstreet Tours to any type of overnight travelling group; if the referred group qualifies as per our terms and books with us, you'll earn at least \$1,500 towards your own class trip!

Go to www.jumpstreet.com/referrals to review our terms and start referring!

TERMS AND CONDITIONS

Please read our complete terms and conditions at www.jumpstreet.com/terms-and-conditions. The following sections are particularly helpful:

- Price
- Group cancellations
- Individual cancellations
- Exchange rate

By signing below you are confirming that you have:

- Read and accept our terms and conditions
- Distributed our travel insurance options to your group

Client signature

Date

Policy Committee recommends that this policy be replaced with new version of 3520.13 due to new legislation.

DBS Code: 3520.13

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.
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

DBS Code: 3520.13

Business and Non-Instructional Operations

Data-Based Information and Management Systems

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

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.
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.
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.
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

DBS Code: 3520.13

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- 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.
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 de-identified 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.

DBS Code: 3520.13

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.

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: May 26, 2015

A new policy to replace the previous version in order to comply with new legislation, PA 16-189.

Note: Policy Committee recommends deleting previous 3520.13 policy and adopting this one due to the many word modifications and additions with new legislation.

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, on or after October 1, 2016, when entering into a contract with a contractor for purposes listed above, shall ensure the contract includes, but is not limited to the following:

1. A statement that student records, student information and student generated content continues to be the property of and under the control of the Board. (They are not the property of, or under the control of a software or electronic service contractor.)
2. A description of the means by which the Board, students, their parents or legal guardians, may retain possession and control of student-generated content, and if applicable, means by which a student, parent or legal guardian of a student may transfer student-generated content to an electronic mail account.
3. A statement that the contractor will not use student information, student records, or student-generated content for any purposes except those the contract authorizes.
4. A description of the procedures by which a student, parent or legal guardian, of a student may review personally identifiable information (PII) contained in the student's record, student information or student-generated content and correct erroneous information, if any in such student material.
5. A statement that the contractor shall take actions designed to ensure the security and confidentiality of student records, student information, and student-generated content.
6. A description of the procedures that a contractor will follow for notifying a student, the parent or legal guardian of a student, parent, legal guardian of a student, and the Board, as soon as practical, but not later than forty-eight (48) hours after the contractor becomes aware of or suspects that any student record, student information, or student-generated content under the contractor's control has been subject to unauthorized access or suspected unauthorized access.

Business and Non-Instructional Operations

Data-Based Information and Management Systems

Student Data Protection and Privacy/Cloud-Based Issues (continued)

7. A statement that a student's records, student information, or student-generated content shall not be retained or available to the contractor upon completion of the contracted services unless a student, parent or legal guardian of a student chooses to establish or maintain an electronic account with the contractor for the purpose of storing student-generated content.
8. A statement that the contractor and the Board shall ensure compliance with the federal Family Educational Rights and Privacy Act (FERPA), 20 USC 1232g.
9. A statement that Connecticut laws shall govern the rights and duties of the contractor and the Board.
10. A statement that if any provision of the contract or the application of the contract is held invalid by a court of competent jurisdiction, the invalidity does not affect other provisions of the contract which can be given effect without the invalid provision or application.
11. A prohibition against the contractor using personally identifiable information contained in student records to engage in advertising or for any other purposes other than those authorized pursuant to the contract.

Any provision of a contract entered into between a contractor and the Board on or after October 1, 2016, that conflicts with the provisions listed above shall be void.

Any contract entered into on and after October 1, 2016, that does not include the provisions listed above shall be void, provided the Board has given reasonable notice to the contractor and the contractor has failed within a reasonable time to amend the contract to include the required provisions.

Not later than five business days after executing a contract pursuant to this policy, the Board shall provide electronic notice to any student and the parent or legal guardian of a student affected by the contract. The notice shall (1) state that the contract has been executed and the date that such contract was executed, (2) provide a brief description of the contract and the purpose of the contract, and (3) state what student information, student records or student-generated content may be collected as a result of the contract. The Board shall post such notice and the contract on the Board's Internet website.

The Board expects that an operator shall implement and maintain reasonable security procedures and practices, in accordance with current industry standards to protect student information from unauthorized access, destruction use, modification and disclosure; and to delete any student information if a student or his/her parent/legal guardian or the Board requests the deletion of such student information.

Business and Non-Instructional Operations

Data-Based Information and Management Systems

Student Data Protection and Privacy/Cloud-Based Issues (continued)

Notice of Breach of Security/Data Breacher

Upon notice of a breach of security by a contractor, the Board shall, within forty-eight (48) hours notify the students and the parents/legal guardians of the students whose student information, student records, or student-generated content was involved in such breach. The Board shall also, as required, post notice of the breach on its website.

Upon the discovery of a breach of security that results in the unauthorized release of student information, excluding directory information, the contract shall contain the provision that the contractor must notify the Board of such breach without unreasonable delay, and in no case later than thirty (30) days from the discovery of the breach.

Upon the discovery of a breach of security that results in the unauthorized release of directory information, student records, or student-generated content, the contract shall contain the provision that the contractor must notify the Board without unreasonable delay and in no case later than sixty (60) days from the discovery of the breach.

Note: The Board may desire to contract for more prompt notice of a breach of security.

Definitions

1. **“Contractor”** means an operator or consultant that is in possession of or has access to student information, student records or student-generated content as a result of a contract with a local or regional Board of Education.
2. **“Operator”** means the operator of an Internet website, online service, online application, or mobile application with actual knowledge that such Internet website, service, or mobile application is used primarily for school purposes and was designed and marketed for school purposes and who collects, maintains or uses student information.
3. **“Student”** means a Connecticut resident enrolled in a preschool program participating in the state-wide public school information system, pursuant to section 10-10a of the general statutes, or enrolled in grades K to 12, inclusive, in a public school, or receiving special education and related services under an individualized education program, or otherwise the responsibility of the Board.
4. **“Deidentified information”** means any information that has been altered to prevent the identification of an individual student.
5. **“Eligible student”** means a student who has reached 18 years of age.
6. **“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, or photographs. “Student-generated content” does not include student responses to a standardized assessment.

Business and Non-Instructional Operations

Data-Based Information and Management Systems

Student Data Protection and Privacy/Cloud-Based Issues

Definitions (continued)

7. **“Student records”** means any information directly related to a student that is maintained by the school district, the State Board of Education or the Department of Education or any information acquired from a student through the use of educational software assigned to the student by a teacher or other district employee.

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

- a. Deidentified information, allowed under the contract to be used by the contractor to improve educational products for adaptive learning purposes and for customizing student learning.
 - b. Deidentified information, used to demonstrate the effectiveness of the contractor’s products in the marketing of such products.
 - c. Deidentified information, used for the development and improvement of the contractor’s products and services.
8. **“Online service”** includes Cloud computing services, which must comply with this policy if they otherwise meet the definition of an operator.
 9. **“Student information”** means personally identifiable information regarding a student that 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 the operator in the course of the students’, parents’, or legal guardians’ use of the operators’ website, online service, or mobile application for school purposes.
 - b. Is created or provided by an employee or agent of the school, school district, local education agency, to an operator for school purposes.
 - c. Is gathered by an operator through the operation of the operator’s Internet website, online service, or mobile application and identifies a student including but not limited to information in the student’s educational record or email account, 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.

Business and Non-Instructional Operations

Data-Based Information and Management Systems

Student Data Protection and Privacy/Cloud-Based Issues

Definitions (continued)

10. **“School purposes”** means purposes that customarily take place at the direction of a teacher, or school district or aid in the administration of school activities, including, but not limited to, instruction in the classroom, administrative activities, and collaboration among students, school personnel, or parents/legal guardians. 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.
11. **“Targeted advertising”** means presenting an advertisement to a student where the selection of the advertisement is based on student information, or inferred from the usage of the operator’s Internet website, online service or mobile application by such student.

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 internet website, online service or mobile application:

1. Engage in targeted advertising on the operator’s site, service, or application, or on any other Internet website, online service or mobile application;
2. Use student information to create a profile of a student for purposes other than the furtherance of school purposes;
3. Sell student information, unless the sale is part of the purchase, merger, or acquisition of an operator by a successor operator and the operator and the successor operator continue to be subject to the provisions of this policy regarding student information; or
4. Disclose student information, unless the disclosure is made (a) in furtherance of school purposes of the Internet website, online service or mobile application, provided the recipient of the student information uses such student information to improve the operability and functionality of the Internet website, online service or mobile application and complies with this policy; (b) to ensure compliance with federal or state law; (c) in response to a judicial order; (d) to protect the safety of users or others, or the security of the Internet website, online service or mobile application; or (e) to an entity hired by the operator to provide services for the operator’s Internet website, online service or mobile application, provided the operator contractually (i) prohibits the entity from using student information for any purpose other than providing the contracted service to, or on behalf of, the operator, (ii) prohibits the entity from disclosing student information provided by the operator to subsequent third parties, and (iii) requires the entity to comply with this policy.

Business and Non-Instructional Operations

Data-Based Information and Management Systems

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

The Board recognizes that an operator may:

1. Use student information (1) to maintain, support, evaluate or diagnose the operator's Internet website, online service or mobile application, or (2) for adaptive learning purposes or customized student learning.
2. Use de-identified student information (1) to develop or improve the operator's Internet website, online service or mobile application, or other Internet websites, online services or mobile applications owned by the operator, or (2) to demonstrate or market the effectiveness of the operator's Internet website, online service or mobile application.
3. Share aggregated de-identified student information for the improvement and development of Internet websites, online services or mobile applications designed for school purposes.

Nothing in this policy shall be construed to:

1. limit the ability of a law enforcement agency to obtain student information from an operator as authorized by law or pursuant to a court order;
2. limit the ability of a student or the parent or legal guardian of a student to download, transfer or otherwise save or maintain student information;
3. impose a duty upon a provider of an interactive computer service, as defined in 47 USC 230, as amended from time to time, to ensure compliance with this section by third-party information content providers, as defined in 47 USC 230, as amended from time to time;
4. impose a duty upon a seller or provider of online services or mobile applications to ensure compliance with this policy with regard to such online services or mobile applications;
5. limit an Internet service provider from providing a student, parent or legal guardian of a student or local or regional Board of Education with the ability to connect to the Internet;
6. prohibit an operator from advertising other Internet websites, online services or mobile applications that are used for school purposes to parents or legal guardians of students, provided such advertising does not result from the operator's use of student information; or
7. apply to Internet websites, online services or mobile applications that are designed and marketed for use by individuals generally, even if the account credentials created for an operator's Internet website, online service or mobile application may be used to access Internet websites, online services or mobile applications that are designed and marketed for use by individuals generally.

The Board, upon determination that a request for directory information is related to school purposes, may disclose directory information to any person requesting such directory information. If the Board determines that a request for directory information is not related to school purposes, the Board shall not disclose such directory information.

Business and Non-Instructional Operations

Data-Based Information and Management Systems

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

(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. 5145.15 – Directory Information)
 (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.
 Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).
 P.A. 16-189 An Act concerning Student Privacy
 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:

cps 6/16

_____ PUBLIC SCHOOLS
_____, Connecticut

STAFF REQUEST FOR APPROVAL OF TECHNOLOGY RESOURCES

Before use in the classroom, use with students, or administrative use, all online learning resources, online applications, digital subscription services, and other programs or technology applications requiring the user to accept terms of services or a user agreement must be approved by the _____ (*Technology Coordinator/Principal*)

To request to use such an online resource or technology application other than a District-approved resource, please complete and submit the following form.

Name: _____
Position: _____ (*example: teacher*)
Date: _____

If the resource will be used by students, which grade(s)?: _____

1. Give name and description of the technology resource you are requesting to use. If you are requesting an online resource, please include a link to the resource.

2. Describe how you plan to use the requested resource. What information, if any, will be shared? Who will have access to the resource? If for use by students, will students need to sign up for an account or download an application? Is parental permission required by the application before use by a student?

For Office Use Only

- Approved for use
- Additional parental notification and permission required.
 - No additional notifications or permissions required.

- Not approved for use at this time
- Reason: _____

PERSONNEL - CERTIFIED AND NONCERTIFIED:

Recruitment and Selection

It is the policy of the Board of Education to recruit, select and employ the best qualified personnel on the basis of their merit and effectiveness without discrimination as to their national origin, ancestry, race, color, sex, sexual orientation, age, marital status, physical disability or other applicable unlawful discriminatory standard.

It is the responsibility of the Superintendent of Schools and of persons designated by the Superintendent to determine the personnel needs of the school district and to locate suitable candidates to recommend for employee to the Board of Education.

No inquiry in regard to an employee's race, color, religious creed, sex, sexual orientation or national origin shall be made of a person proposed for or seeking employment.

It shall be the duty of the Superintendent of Schools to see that persons nominated for employment shall meet all qualifications established by law and by the Board of Education for the type of position for which nomination is made.

Hiring of Retired Teachers

A retired teacher receiving benefits from the Teachers Retirement System (TRS) may be reemployed by the Board for up to one full school year in a position (1) designated by the Commissioner of Education as a subject shortage area. Such employment may be for up to one full school year. Such *reemployment* may be extended for an additional school year, provided the Board (a) submits a written request for approval to the Teachers' Retirement Board, (b) certifies that no qualified candidates are available prior to the reemployment of such teacher and (c) indicates the type of assignment to be performed, the anticipated date of rehire and the expected duration of the assignment.

The salary of such teacher shall be fixed at an amount at least equal to that paid other teachers in the District with similar training and experience for the same type of service. The retired teacher shall be eligible for the same health insurance benefits provided to active teachers employed by the District. No retirement benefits shall be paid during this period of reemployment.

Except as indicated below, and in the first paragraph in this section, a certified educator receiving retirement benefits from the Teachers Retirement System (TRS) may not be employed in a certified position receiving compensation paid out of public money appropriated for school purposes except that such educator may be employed in such a position and receive no more than forty-five percent of the maximum salary level for the assigned position. Any certified educator who receives in excess of such amount shall reimburse the Board for the amount of such excess.

Commencing July 1, 2016, to June 30, 2018, the exemption from the limitation on the compensation of a reemployed certified educator apply to an educator who (A) is receiving retirement benefits from TRS based on thirty-four or more years of credited service, (B) is reemployed in a district designated as an alliance district (pursuant to C.G.S. 10-262u), and (C) was serving in the district on July 1, 2015.

On and after July 1, 2016, a certified educator receiving retirement benefits from the system may be employed and receive compensation, health insurance benefits, and other employment benefits provided to active teachers employed by such school system provided such teacher does not receive a retirement income during such employment. Payment of such teacher's retirement income shall resume on the first day of the month following the termination of such employment.

A retired teacher rehired to fill a position that is not designated as a shortage area by the Commissioner and is receiving a salary that does not exceed 45% of the maximum pay for the position and working for any length of time would still be eligible to receive his/her TRS retirement benefits.

(cf. 0410 Affirmative Action)

Legal Reference: Connecticut General Statutes

[10-151](#) Employment of teachers. Notice and hearing on termination of contract

[10-153](#) Discrimination on account of marital status

[10-220](#) Duties of Boards of Education

[31-126](#) Unfair Employment Practices

[46a-60](#) Discriminatory employment practices prohibited

Title IV Equal Employment Opportunities

20 U.S.C. Section 1119 No Child Left Behind Act

34 C.F.R. 200.55 Federal Regulations

Circular Letter C-6, Series 2004-2005, Determining "Highly Qualified" Teachers

Circular Letter C-9, Series 2004-2005 "No Child Left Behind" and Districts' High Objective Uniform State Standard of Evaluation (HOUSSE) Plans

Circular Letter C-7, Series 2007-2008, "Discontinued Use of Districts' High Objective Uniform State Standard of Evaluation and Five Areas of Exception

Circular Letter C-13, Series 2007-2008, "Continuation of HOUSSE Plans for Highly Qualifying Veteran Teachers

[10-183v](#) Reemployment of teachers, as amended by P.A. 10-111, An Act Concerning Education Reform in Connecticut.

Adopted: March 23, 1981

Revised: June 14, 1999

Revised: April 27, 2009

July 9, 2009

April 25, 2011

A new policy recommended by Policy Committee.

Students

Medical (Palliative) Use of Marijuana

This policy sets forth the prohibited use of medical marijuana (palliative use) in the District's schools and on its property.

Definitions

“Palliative use” means the acquisition, distribution, transfer, possession or transportation of marijuana or paraphernalia relating to marijuana, including the transfer of marijuana and paraphernalia relating to marijuana from the patient's primary caregiver to the qualifying patient, to alleviate a qualifying patient's symptoms of a debilitating medical condition or the effects of such symptoms, but does not include any such use of marijuana by any person other than the qualifying patient.

“Qualifying patient” means a person who is a resident of Connecticut, has been diagnosed by a physician as having a debilitating medical condition, and is eighteen years of age or older, is an emancipated minor, or has written consent from a custodial parent/guardian or other person having legal custody of such person that indicates that such person has permission from such parent, guardian or other person for the palliative use of marijuana for a debilitating medical condition and that such parent, guardian or other person will serve as a primary caregiver for the qualifying patient and control the acquisition and possession of marijuana and any related paraphernalia for palliative use on behalf of such person.

“Primary caregiver” means a person, other than the qualifying patient and the qualifying patient's physician, who is eighteen years of age or older and has agreed to undertake the responsibility for managing the well-being of the qualifying patient with respect to the palliative use of marijuana, provided in the case of a qualifying patient under eighteen years of age and not an emancipated minor or otherwise lacking legal capacity, such person shall be a parent, guardian or person having legal custody of such qualifying patient and in the case of a qualifying patient eighteen years of age or older or an emancipated minor, the need for such person shall be evaluated by the qualifying patient's physician and such need shall be documented in the written certification, issued by a physician (does not include a physician assistant).

“Debilitating medical condition” means cancer, glaucoma, positive status for human immunodeficiency virus or acquired immune deficiency syndrome, Parkinson's Disease, multiple sclerosis, damage to the nervous tissue of the spinal cord with objective neurological indication of intractable spasticity, epilepsy, or uncontrolled intractable seizure disorder, cachexia, wasting syndrome, Crohn's disease, post-traumatic stress disorder, irreversible spinal cord injury with objective neurological indication of intractable spasticity, cerebral palsy, cystic fibrosis or terminal illness requiring end-of-life care, except, if the qualifying patient is under eighteen years of age. “debilitating medical condition” means terminal illness requiring end-of-life care, irreversible spinal cord injury with objective neurological indication of intractable spasticity, cerebral palsy, cystic fibrosis, severe epilepsy or uncontrollable seizure disorder.

Students

Medical (Palliative) Use of Marijuana

Definitions (continued)

“Research program” means a study approved by the Department of Consumer Protection (DEP) and undertaken to increase information or knowledge regarding the growth, processing, medical attributes, dosage forms, administration or use of marijuana to treat or alleviate symptoms of any medical conditions or the effects of such symptoms.

Although possession and use of marijuana for certain medical conditions is permitted in Connecticut, the Board of Education (Board) recognizes that the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student or employee is on campus, riding a school bus or at school-sponsored activities.

To qualify for medical marijuana use, an unemancipated minor must have written consent from a custodial parent/guardian or other person with legal custody, indicating that the person has given permission for the minor to use marijuana for a debilitating condition, as defined. The written consent must state that the person will serve as the minor’s primary caregiver and control the acquisition and possession of marijuana and any related paraphernalia on the minor’s behalf.

The unemancipated minor via the person with legal custody, must provide DEP with a letter from the minor’s primary care provider in addition to another letter from a physician certified in an area involved in the treatment of the minor’s debilitating condition. Such written certification shall not be for marijuana in a dosage form that requires that the marijuana be smoked, inhaled, or vaporized.

The protections provided to patients, both adult and minors, utilizing medical marijuana is prescribed in state statute, do not apply if the patient ingests marijuana in certain settings such as at work, at school, or in public.

It is the Board’s intent, via this policy to maintain compliance with state and federal laws with regard to the prohibited use of marijuana in the schools, on school property and at school-related activities. This policy is also intended to maintain compliance with the afore-mentioned federal legislation. The Board directs the Superintendent and staff to continue to enforce its current policies regarding controlled substances. Any student or employee who violate District policies prohibiting the manufacture, distribution, dispensation, possession or use of illegal drugs in District schools, on District property or as part of any District activities will be subject to disciplinary and criminal action, up to and including suspension, expulsion or termination of employment.

Students

Medical (Palliative) Use of Marijuana

No District school may refuse to enroll any person or discriminate against any student solely on the basis of such person's or student's status as a qualifying patient or primary caregiver, per sections 1 to 15, inclusive, of P.A. 12-55, as amended by P.A. 16-23.

The District shall not refuse to hire a person nor discharge, penalize, or threaten an employee solely on the basis of such person's or employee's status as a qualifying patient or primary caregiver, as described in P.A. 12-55, as amended. However, the Board retains its ability to prohibit the use of intoxicating substances during work hours and its ability to discipline an employee or student for being under the influence of intoxicating substances during work hours, while on school property or at a school-sponsored activity.

- (cf. 4118.231/4218.231 – Alcohol, Drugs and Tobacco)
- (cf. 4118.232/4218.232 – Drug-Free Workplace)
- (cf. 4118.235/4218.235 – Medical Marijuana Standards)
- (cf. 5114 – Suspension/Expulsion)
- (cf. 5131 – Conduct)
- (cf. 5131.61 – Inhalant Abuse)
- (cf. 5131.62 – Steroid Use)
- (cf. 5131.612 – Surrender of Physical Evidence Obtained from Students)
- (cf. 5131.8 – Out of School Grounds Misconduct)
- (cf. 5131.92 – Corporal Punishment)
- (cf. 5144 – Discipline/Punishment)
- (cf. 5145.12 – Search and Seizure)
- (cf. 5145.121 – Vehicle Searches on School Grounds)
- (cf. 5145.122 – Use of Dogs to Search School Property)
- (cf. 5145.124 – Breathalyzer Testing)
- (cf. 5145.125 – Drug Testing-Extracurricular Activities)
- (cf. 6164.11 – Drugs, Alcohol, Tobacco)

Students

Medical (Palliative) Use of Marijuana (continued)

Legal Reference: Connecticut General Statutes
1-21b Smoking prohibited in certain places.
10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.
10-154a Professional communications between teacher or nurse and student. Surrender or physical evidence obtained from students.
10-220b Policy statement on drugs.
10-221(d) Boards of education to prescribe rules, policies and procedures re sale or possession of alcohol or controlled drugs.
21a-240 Definitions dependency producing drugs.
21a -240(8) Definitions “Controlled Drugs,” dependency producing drugs.
21a-240(9) Definitions “controlled substance.”
21a-243 Regulation re schedules of controlled substances.
21a-408 Palliative Use of Marijuana (as amended by P.A. 16-23)
53-198 Smoking in motor buses, railroad cars and school buses.
P.A. 11-73 An Act Regulating the Sale and Possession of Synthetic Marijuana and Salvia Divinorum.
P.A. 12-55 An Act Concerning the Palliative Use of Marijuana.
P.A. 16-23 An Act Concerning the Palliative Use of Marijuana.
Federal Regulation 34 CFR Part 85 Drug-free Schools & Communities Act.
20 U.S.C. Section 7181 et. seq., No Child Left Behind Act.
Synthetic Drug Abuse Prevention Act of 2012. (part of s.3187, the Food and Drug Administration Safety and Innovation Act).
New Jersey v. T.L.O., 469 U.S. 325 (1985).
Veronia School District 47J v. Acton, 515 U.S. 646. (1995).
Board of Education of Independent School District No 92 of Pottawatomie County v. Earls 01-332 U.S. (2002).

Policy adopted:

Students

Reporting of Child Abuse, Neglect and Sexual Assault

The Board of Education recognizes that a student's mental and physical health will have an effect on the student's ability to obtain the most benefit from attending school. In order to increase the student's ability to learn while in school, the Board of Education realizes the importance of identifying students who may be suffering from abuse, neglect, or placed in imminent danger of serious harm or sexually assaulted. Pursuant to Connecticut General Statutes 17a-101, as amended, all school employees, including the Superintendent of Schools, administrators, teachers, substitute teachers, guidance counselors, paraprofessionals, psychologists and social workers, coaches of intramural or interscholastic athletics, as well as school nurses, physicians, working in the school system, or any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in District schools, who suspects child abuse, neglect or sexual assault by a school employee must first report it to the Department of Children and Families or to a law enforcement agency. When a school employee suspects child abuse, neglect or that a child has been placed in imminent risk of serious harm or has been sexually assaulted, he/she shall within twelve (12) hours make an oral report by telephone or in person to the Commissioner of Children and Families, or a law enforcement agency, followed within 48 hours with a written report. The Building Principal shall be notified immediately after the oral report has been made and the Principal in turn will notify the Superintendent of Schools and the child's parents. The written report prepared and submitted by the mandated reporter shall also be submitted to the Principal.

Any school personnel who has reasonable cause to suspect that a district employee is abusing, neglecting, or sexually assaulting a student shall orally report that suspicion as soon as possible but no later than twelve (12) hours by telephone or in person to the Commissioner of Children and Families followed no later than 48 hours of making the oral report with a written report to the Department of Children and Families. The Superintendent of Schools or supervising agent may be notified immediately after the oral report has been made. The Commissioner of Children and Families or his/her designee, is required to notify the school employee and the head of a school, except when that person is the alleged perpetrator. The Superintendent or supervising agent must: 1) immediately notify parent(s) of the alleged abuse that a report has been made; and 2) immediately notify the Police Department of the alleged abuse.

In addition, the Superintendent or supervising agent must submit a written report of suspected child abuse, neglect or sexual abuse by a school employee who has been entrusted with the care of a child to the Commissioner of Education or his/her representative. The Commissioner of the Department of Children and Families has a similar obligation. The Superintendent shall suspend a District employee when the DCF investigation results in a finding of reasonable cause that the employee abused, neglected, or sexually assaulted a child and recommends the employee be placed on the DCF Child Abuse and Neglect Registry. The Department of Children and

5141.4

Families is required to send to the State Department of Education a copy of the report. Within seventy-two (72) hours after such suspension the Superintendent shall notify the Board of Education and the Commissioner of Education or his/her representative of the reasons for and conditions of the suspension.

If the contract of employment of a school employee who possesses a certificate, permit or authorization issued by the State Board of Education is terminated, or if such certified school employee resigns his/her employment, as a result of an investigation which reveals that child abuse, neglect or sexual assault has occurred, the Superintendent shall notify the Commissioner of Education within 72 hours of such termination or resignation.

If the report of abuse or neglect involves an employee of the District as the perpetrator, the District may conduct its own investigation into the allegation, provided that such investigation shall not interfere with or impede any investigation conducted by the Department of Children and Families or of law enforcement agencies.

The Board recognizes that the Department of Children and Families is required to disclose records to the Superintendent of Schools in response to a mandated reporter's written or oral report of abuse or neglect or if the Commissioner of Children and Families has reasonable belief that a school employee abused or neglected a student. Not later than five (5) working days after an investigation of child abuse or neglect by a school employee has been completed, DCF is required to notify the school employee and the Superintendent and the State Department of Education of the investigation's results. If DCF has reasonable cause, and recommends the employee be placed on DCF's Child Abuse and Neglect Registry, the Superintendent shall suspend such employee.

The Superintendent shall maintain records of allegations, investigations and reports that a child has been abused or neglected by a school employee. Such records will be maintained in the District's Central Office. The records shall include any reports made to the Department of Children and Families. Such Department is to have access to all such records.

The Board, recognizing its responsibilities to protect children and in compliance with its statutory obligations shall provide in-service regarding the requirements and obligations of mandated reporters. In addition, all District employees shall complete a training program pertaining to the accurate and prompt reporting of abuse, neglect and sexual assault made available by the Commissioner of Children and Families. Also, all employees must complete a refresher program at least once every three years.

This policy will be distributed annually to all employees. Documentation shall be maintained by the Principal of each school and reported to the Superintendent that all employees have, in fact,

received the written policy and completed initial training and refresher training related to mandated reporting of child abuse, neglect and sexual assault as required by law.

The Board shall not retaliate against any mandated reporter for his/her compliance with the law and Board policy pertaining to the reporting of suspected child abuse and neglect.

The Board of Education will post the telephone number of the Department of Children and Families' child abuse hotline, Careline, and the Internet web address that provides information about the Careline in each District school in a conspicuous location frequented by students. Such posting shall be in various languages most appropriate for the students enrolled in the school.

Establishment of the Confidential Rapid Response Team

~~Not later than January 1, 2016,~~ The Board of Education shall establish a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected child abuse or neglect; or 1st, 2nd, 3rd, or 4th degree sexual assault; 1st degree aggravated sexual assault; or 3rd degree sexual assault with a firearm of a student not enrolled in adult education by a school employee and (2) provide immediate access to information and individuals relevant to DCF's investigation of such cases.

The confidential rapid response team shall consist of (1) a local teacher and the Superintendent, (2) a local police officer, and (3) any other person the Board of Education deems appropriate. DCF, along with a multidisciplinary team, is required to take immediate action to investigate and address each report of child abuse, neglect or sexual abuse in any school.

(cf. 4112.6/4212.6 – Personnel Records)

(cf. 5141.511 – Sexual Abuse Prevention and Education Program)

Legal Reference: Connecticut General Statutes
10-220a Inservice training. Professional development committees. Institutes for educators. Cooperating teacher program, regulations (as amended by PA 11-93)
10-221d Criminal history records check of school personnel. Fingerprinting. Termination or dismissal (as amended by PA 11-93)
10-221s Investigations of child abuse and neglect. Disciplinary action. (as amended by PA 16-188)

17a-28 Definitions. Confidentiality of and access to records; exceptions. Procedure for aggrieved persons. Regulations (as amended by PA 11-93 and PA 14-186)

17a-101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surroundings without court order. (as amended by PA 96-246, PA 00-220, PA 02-106, PA 03-168, PA 09-242, PA 11-93 and PA 15-205)
17a-101a Report of abuse or neglect by mandated reporters. (as amended by PA 02-106, PA 11-93, PA 15-112 and PA 15-205)
17a-102 Report of danger of abuse. (as amended by PA 02-106)
17a-106 Cooperation in relation to prevention, identification and treatment of child abuse/neglect
10-151 Teacher Tenure Act

5141.4

PA 11-93 An Act Concerning the Response of School Districts and the Departments of Education and Children and Families to Reports of Child Abuse and Neglect and the Identification of Foster Children in a School District
PA 14-186 An Act Concerning the Department of Children and Families and the Protection of Children
PA 15-205 An Act Protecting School Children

Adopted: June 25, 1984

Revised : September 24, 1990
April 7, 1997
November 24, 2003
November 23, 2009
February 13, 2012
March 9, 2015
February 29, 2016

SLAM Update 2016

Each session provides students with an interdisciplinary approach designed to keep students' reading and math skills sharp!

NEW THIS YEAR!

We are integrating MOVEMENT into our program! Students will participate in engaging gross and fine motor activities as part of the daily programming!

S.L.A.M. sessions run for two weeks at a time from 8:30-11:00am;
Monday - Thursday in the SES air-conditioned Media Center.

Session #1: July 11th- July 21st

Session #2: July 25th- August 4th



Contact the SES Office for registration information.

A \$50 deposit and a completed registration form must be returned to the SES office no later than May 13th.

Extended School Year (ESY) SES Summer Services/SLAM

SLAM (Supporting Language Arts and Math) summer program was implemented at the Somers Elementary School for the fourth year. The program offers enrichment for general education students for tuition, and provides for Extended School Year (ESY) services at no cost for those students who qualify through their Individual Education Plan (IEP). The program runs Monday through Thursday, for 4 weeks, from 8:30am -11:00am.

The program provides theme-based, integrated instruction that focuses on literacy and math skills and is multi-leveled to address all students' needs. Some themes this summer included the Olympics, camping and outdoor activities, and countries around the world.

Resources & Topics

Summer Success Reading and Math Resource Kits were provided to staff to supplement teacher created materials. Additionally, this year's sessions included a weekly focus on executive functioning skills and related activities, as well as the introduction of a physical education component. Both additions were well received by staff and students.

Executive functioning topics and activities included:

- | | |
|----------------------------|------------------|
| *task initiation | *I Spy |
| *listening for information | *Scavenger Hunts |
| *self monitoring | *Simon Says |
| *flexible thinking | *Allie/Different |

Enrollment

Below is a breakdown of our summer population:

37 students participated in the program

9 students paid tuition (\$190.00 per session, two- 2 week sessions)

28 students received extended school year services as a result of their IEP

11 students received speech language services within the SLAM program

3 students received speech language services on a walk-in basis

Student to teacher/para ratios

Preschool/kindergarten- 5:2

1 /2 grade- 12:4

3 /4 grade- 12:2

5 /6 grade- 8:2

In addition, we had 3 high school student volunteers helping as needed.

Comparative Data: 2015 Summer School

49 students participated in the program

16 students paid tuition (\$190.00 per session, two- 2 week sessions)

33 students received extended school year services as a result of their IEP

10 students received speech language services within the SLAM program

2 students received speech language services on a walk-in basis

MBA and SHS: ESY Tutoring Services

Middle and High School students received tutoring services in language arts and/or mathematics as a result of IEP needs (Extended School Year). Below is a breakdown of students:

2 Middle school students received tutoring services

3 High school students received tutoring services

Comparative Data 2015 Tutoring Services

4 Middle school students received tutoring services

7 High school students received tutoring services

Board of Education
Summer School Report 2016

***BOE Summer School Report 2016
SOMERS HIGH SCHOOL***

For the third time we ran summer school at Somers High School using the online Odysseyware program. The response was positive by parents and 12 students enrolled in our summer school program. Below is a breakdown.

- 12 Students enrolled in 13 different courses.
- 7 Students earned credit in 8 different courses.
- 2 Students completed course but did not earned the 70%
- 3 Students did not complete the coursework for credit
- 2 Students were allotted extra time for coursework

The program is used in our Alternative Education Program and can now be used for other students as a result increased license purchases. In addition, Odysseyware is also being utilized in our Intervention Tutoring program for assessment purposes.

Comparative Data: 2015 Summer School

- 13 students enrolled in 16 courses.
- 8 students earned credit in 9 courses
- 3 Students did not complete courses; extra time was allotted
- 3 Students had final grades less than the 70% needed to pass

Capital Projects (CIP) Update September 2016

2015-2016 CIP Projects

The following projects were funded through CIP in 2015-2016.

- SES Roof Membrane Coating (\$19,299)

2016-2017 CIP Projects

The following projects are currently funded through CIP in 2016-2017.

- SES Roof Membrane Coating (\$19,299)
- SW Utility Van (\$22,000)

A \$50,000 discretionary allocation is available for emergency needs.

Professional Development Schedule 2016-17

August 26, 2016

Morning Session 8:00-11:30 (8:00-8:25 refreshments)

School	Activity	Location
SHS	8:30-9:30 Convocation	SHS Auditorium
MBA	9:45-11:30 Executive Functioning Presentation	
SES		

Lunch 11:30-12:15

Afternoon Session 12:15-3:00

School	Activity	Location
SHS	Collab/Interdisciplinary	SHS Media Center
MBA	Faculty Meeting	MBA Media Center
SES	Faculty Meeting/NWEA Refresher	SES Media Center

August 29, 2016

Morning Session 7:45-11:00

School	Activity	Location
SHS	Faculty Meeting	SHS/Various Locations
MBA	"Managing and Changing Difficult Behavior that Interrupts Instruction"- Polly Bath presentation (all staff/paras)	SES Media Center
SES	"Managing and Changing Difficult Behavior that Interrupts Instruction"- Polly Bath presentation (Gr. 3-5 staff)	SES Media Center
	Classroom Focused Improvement Process (Gr. K-2)	SES Music room

Lunch 11:00-11:45 (HS only 11:30-12:15)

Afternoon Session 12:00-3:00

School	Activity	Location
SHS	PBIS/SPED PD (12:15-3:00)	SHS Auditorium
MBA	Classroom Focused Improvement Process (Gr.6-8)	SHS Media Center
SES	Classroom Focused Improvement Process (Gr. 3-5)	SHS Media Center
	"Managing and Changing Difficult Behavior that Interrupts Instruction"- Polly Bath presentation (Gr. K-2 staff/paras)	SES Media Center

** Specialists should attend sessions that correspond with their school/grade levels for both sessions.

August 30th

Morning session 8:00-12:30 (please note time change)

School	Activity	Location
SHS	Science Teacher's Workshop/CREC presentation (part 1) All other content areas- Collab session	SHS Media Center Various locations
MBA	Science Teacher's Workshop/CREC presentation(part 1) All Other Staff meeting: Various topics	SHS Media Center MBA Media Center
SES	Science Teacher's Workshop/CREC presentation(part 1)	SHS Media Center
Specialists	Collab session	Various locations

12:30-1:15 LUNCH

Afternoon session 1:15-3:00 (please note time change)

School	Activity	Location
SHS	Science Teacher's Workshop/CREC facilitation PBIS/Special Ed Info (all other staff)	SHS Media Center Auditorium
MBA	Science Teacher's Workshop/CREC facilitation Interdisciplinary Team Work	SHS Media Center Various locations MBA
SES	SES Meet & Greet (1:30-3:00) All staff	Various Locations SES
Specialists	Collab session	Various locations

November 8th

Morning Session 8:00-11:00

School	Activity	Location
SHS	NEASC	Various Locations
MBA	Proposal PD	Various Locations
SES	NWEA: Generating Reports (K-5 Staff, Special ed, Interventionists)	SES Media Center

Lunch 11:00-12:00 (Please note time change)

Afternoon session 12:00-3:00

School	Activity	Location
SHS	NWEA: Generating Reports (all staff?)	SHS Media Center

MBA	NWEA: Generating Reports (Grade 6-8 Staff, Special ed, Interventionists)	SHS Media Center
SES	Analyzing Data from NWEA –all grades	Various Locations

February 21st

Morning Session 8:00-11:00

School	Activity	Location
SHS	Science Teacher’s Workshop/CREC presentation (part 2) Other staff -NEASC	SHS Media Center Various Locations
MBA	Science Teacher’s Workshop/CREC presentation(part 2) Other staff –Proposal PD	SHS Media Center Various Locations
SES	Science Teacher’s Workshop/CREC presentation(part 2)	SHS Media Center
Specialists	Proposal PD	Various Locations
Interventionists	Workshop	Central Office

Lunch 11:00-11:45

Afternoon Session 12:00-3:00

School	Activity	Location
SHS	Science Teacher’s Workshop/CREC presentation (part 2) Other staff -NEASC	SHS Media Center Various Locations
MBA	Science Teacher’s Workshop/CREC presentation(part 2) Other staff- Proposal PD	SHS Media Center Various locations
SES	Science Teacher’s Workshop/CREC presentation(part 2)	SHS Media Center
Specialists	Proposal PD	Various Locations
Interventionists	Workshop	Central Office

March 31st **Possible NEMS Conference for MBA

Morning Session 8:00-11:00

School	Activity	Location
SHS	Science Teacher’s Workshop/CREC presentation (part 3) Other staff- Vertical Alignment with MBA/Proposal PD	SHS Media Center Various locations
MBA	Science Teacher’s Workshop/CREC presentation(part 3) Other staff- Vertical Alignment with SHS/Proposal PD	SHS Media Center Various Locations
SES	Science Teacher’s Workshop/CREC presentation(part 3)	SHS Media Center
Specialists	Proposal PD	Various Locations

Lunch 11:00-11:45

Afternoon Session 12:00-3:00

School	Activity	Location
SHS	Science Teacher's Workshop/CREC presentation (part 3) <i>Other staff-Cont. Vertical Alignment/tech workshops/ Proposal PD</i>	SHS Media Center Various locations
MBA	Science Teacher's Workshop/CREC presentation(part 3) <i>Other staff-Cont. vertical alignment/tech workshops/ Proposal PD</i>	SHS Media Center Various locations
SES	Science Teacher's Workshop/CREC presentation(part 3)	SHS Media Center
Specialists	<i>Proposal PD</i>	<i>Various Locations</i>

June 8th?

School	Activity	Location
SHS	Teacher Work Day	Various Locations
MBA	Teacher Work Day	Various Locations
SES	Teacher Work Day	Various Locations

Proposal PD due dates

<i>PD Date</i>	<i>Proposal due to Curriculum Office</i>
November 8th	October 7th
February 21st	January 17th
March 31st	February 15th

TEAM Meeting Schedule

TEAM Coordinating Committee

Date	Time
October 5, 2016	2:30 – 4:00 pm*
February 8, 2017	2:30 – 3:30 pm
April 5, 2017	2:30 – 3:30 pm

Year 1 Teachers

Date	Time	Topic
September 7, 2016	2:30 – 3:30 pm	Navigating the TEAM Website and TEAM Two-year Support Plan.
October 5, 2016	2:30 – 4:00 pm	*ALL TEAM UPDATE Module Self Inventories, Goal Setting and Resources
October 19, 2016	2:30 – 3:30 pm	Writing a PGAP and Action Plan
December 7, 2016	2:30 – 3:30 pm	Data Analysis and Writing a Reflection Paper
January 25, 2017	2:30 – 3:30 pm	Reflection Paper Revisions and Review of the Self Inventory and PGAP for Module 2
March 1, 2017	2:30 – 3:30 pm	Review of Module 2 and Writing a Reflection Paper.

Year 2 Teachers

Date	Time	Topic
October 5, 2016	2:30 – 3:30 pm	*ALL TEAM UPDATE Review of Module Process and Introduction to New Resources
December 14, 2014	2:30 – 3:30 pm	Review of the Reflection Paper Process Including Any Changes for 2016-17
February 15, 2015	2:30 – 3:30 pm	Overview of the Module 4 and Reflection Paper Process

Additional New Teacher and Mentor Workshops may be added depending on need/interest. All TEAM meetings will be held in the Curriculum Library in Central Office. Except for the October 5th update meeting. This will be held in the BOE room.

Professional Development and Evaluation Committee

Date	Time	Topic
September 14, 2016	2:30 – 3:30 pm	Review/Revision PD Plan for 2016-17. Assessment of August PD activities. Review Evaluation plan for 2016-17.
November 16, 2016	2:30 – 3:30 pm	Review of Evaluation Plan implementation/completion of goal setting process. Review/Assessment of Fall PD activities. Review any proposals.
April 19, 2017	2:30 - 3:30 pm	Preliminary discussion of any revisions Assessment of Winter/Spring PD activities and Planning for 2017-2018. Revise Evaluation Plan if needed based on any changes to SEED and new teacher contract. Proposal review.
May 24, 2017	2:30 – 3:30 pm	Finalize PD schedule for 2017-2018.

Curriculum Meeting Schedule

Teachers will continue to meet at their regularly scheduled PLC times to continue to work on curriculum specifically their scope and sequence documents. *Should grade level or discipline specific teams need additional assistance, they should contact Dr. Zytka to arrange a meeting.*

Dr. Zytka will hold 2 meetings a year with subject area teams. SHS and MBA teachers will meet in the Curriculum Library (to accommodate MBA's later dismissal time) from 2:35-3:30 pm. SES teachers will meet in the SES Media Center from 3:35-4:30 pm.

	ELA	Math	Social Studies	Science	W. Lang	Tech Ed	Business, computers, food service, health	Art and Music	Counseling
SHS/MBA Tuesdays	9/6 2/28	9/13 3/7	9/20 3/14	9/27 4/4	10/4 3/21	10/11 3/28	10/18 4/18	10/27 4/25	11/1 5/2
SES Thursdays	9/8 3/2	9/13 3/9	9/22 3/23	9/29 4/6	10/4 & 3/21 *Will need coverage; meet with HS/MS staff	---	-----	10/6 5/4	11/1 & 5/2 *Will meet with HS/MS staff

Interventionists

K-12 Interventionists will meet in the curriculum library 2:30-3:30. Please plan coverage if needed. Schedule as follows:

September 15th, 2016 *Please bring a list of your students receiving Interventions.

November 10th, 2016

February 21st, 2017 –Workshop/Central Office

January 19th, 2017

April 20th, 2017

District Data Team

The district data team will meet 4x a year specifically after a series of major assessments has been given. We meet from 2:30-4:00 in the BOE board room. Members are:

School/CO	Staff
CO	Dr. Maynard Suffredini (Superintendent), Dr. Irene Zytka (Director of Curriculum)
SHS	Gary Coztin (Principal), Dan Carroll (AP) , Mindy Lajeunesse (English), Carla Castro (Math) Cheryl Gustafson (W. Lang)
MBA	Clay Krevolin (Principal), Rob Kapner (AP), Diane Czyzniak (Math 8 th), Sharon Remington (Reading)
SES	Jennifer Oliver (Principal), Dina Senecal (AP), Michael McDonald (4 th), Maria Peterson (3 rd)

The dates/topics are as follows:

October 20th- review of roles, forms, reviewing district- wide data

November 15th- review of protocols for analyzing NWEA data

January 31st- analyzing data

June 6th- analyzing data; setting goals for next year

Somers Teacher Professional Development Planning Checklist

1. Need for the professional development

- ▽ Careful analysis of student data and identification of student learning needs
- ▽ Clear statement of what teachers need to know and be able to do to address the student learning needs
- ▽ Description of teacher knowledge and skills necessary to address student learning needs is explicitly grounded in research and/or evidence from successful practice

2. Participants

- ▽ Description of who will participate in the professional development

3. Professional learning outcomes and related indicators which address the need for the activity

- ▽ Outcomes defined in terms of participants' mastery and/or application of new professional knowledge and skills
- ▽ Each outcome explicitly addresses the need for the activity and is accompanied by at least one indicator that is measurable and observable
- ▽ Expectations for when each of the outcomes (and related indicators) will be achieved
- ▽ Clear indication of which school, district, or state goals, objectives, and priorities are addressed by each of the outcomes

4. Learning activities, follow-up, role of principals, other school leaders, and school-based professional development staff, and relationship to other professional development

- ▽ Description of the professional learning activities and follow-up that will ensure that participants achieve the intended outcomes on the projected timeline
- ▽ Description of strategies to ensure full participation in all of the professional learning activities
- ▽ Clear expectations for how principals, other school leaders, and school-based professional development staff support teacher participation
- ▽ Description of the links between the professional development and other professional development

5. Evaluation Plan

- ▽ Explanation of how each evaluation question will be addressed and how the evaluation will focus on each of the intended outcomes and related indicators, including data-collection instruments and strategies for data analysis and reporting
- ▽ Timeline and assignment for conducting the evaluation and reporting the results

6. Administrator's Signature

- ▽ Building administrator needs to approve the proposal before submitting it to the Curriculum Director



Somers Teacher Professional Development Planning Form (DRAFT)

Title of the activity or program:
Beginning and end dates:

Plan Summary

Use this space to provide a brief (not to exceed 200 words) description of the professional development. Note the intended outcomes of the professional development, who will participate (by grade level and subject area), and the kinds of professional learning activities that will take place.

Section 1: Need

Briefly describe (1) the student learning needs that were identified, (2) the professional knowledge and skills that teachers need to master to effectively address the student learning needs.

Be sure to describe the data reviewed to identify the student learning needs.

Section 2: Participants

Use the following matrix to indicate who will participate in the professional development.

(Check all that apply.)

Participant (s) _____

Grade level: ___ PreK-2 ___ Gr. 3-5 ___ Gr. 6-8 ___ Gr. 9-12

Subject area ___ English ___ Math ___ Science

___ Social Studies ___ Foreign Language ___ Fine Arts/Humanities

___ Special Education ___ English Language Learners

___ Health/P.E. ___ Career Prep ___ Other

Which of the following are also expected to participate in the professional development?

___ Principals/other school leaders ___ Resource teachers, mentors, coaches

___ Paraprofessionals ___ Other

Will the participants work as members of a group or team?

___ Yes ___ No

Estimated number of participants:

Estimated number of participant groups or teams:

What strategies will be used to ensure that teachers and others who are the intended participants do, in fact, participate?

Section 3: Professional Development Outcomes and Indicators

Use this space to list the professional development outcomes and related indicators.

For each outcome, the plan should (1) explain how it addresses the need for the activity, (2) explain how it addresses school, district, and/or state improvement goals or priorities (3) how it affects student achievement and (4) include an estimate of when it will be achieved and/or observable.

Section 4: Professional Learning Activities and Follow-Up

Use this space to describe the learning activities and follow-up that will be included in the professional development and how they are expected to result in participants achieving the intended outcomes. This section of the plan should also describe (1) the strategies to ensure full participation in all of the activities; (2) the roles that school principals, other school leaders, and school-based professional development staff will play and how they will be prepared for these roles; and (3) how the professional development is related to other professional development in which the intended participants may be involved.

Section 5: Evaluation Plan

Use this space to present the evaluation plan and include strategies for collecting data on each of the outcomes. The evaluation plan should indicate who will be responsible for the evaluation, describe the instruments that will be used for data collection, explain the approaches to data analysis and reporting, and present a timeline.

Section 6: Administrators Approval

Administrator's Signature _____ Date _____

TO BE COMPLETED BY CURRICULUM OFFICE:

Section 6: Budget

Use the template in the planning form to prepare the budget necessary to support the learning activities, follow-up, and evaluation. Direct Costs are those costs for which you are requesting funding. In-Kind Costs are those that are available from other sources or that may be included as part of matching requirement. Not every budget will include line items in each of the six categories, and some budgets may not include In-Kind Costs.

Budget Category	Direct Costs	In-Kind Costs
I. Personnel		
A. Staff (e.g., PD coordinator, principal, curriculum resource teacher)		
B. Budget Source Code		
II. Stipends/substitutes (for participants)		
III. Travel		
A. Personnel Travel		
B. Consultant Travel		
IV. Facilities, Equipment, Materials		
V. Communications		
VI. Other Costs		
Total Costs		