

Board of Education Meeting

Monday, May 22, 2017 7:00 PM

Board Room, Central Office, 4 Vision Boulevard, Somers, CT 06071

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MINUTES
 1. DRAFT Minutes of Board Meeting of 5/8/2017 2
To approve minutes of the 5/8/2017 Board of Education Meeting.
4. AUDIENCE TO CITIZENS/STAFF/STUDENTS
5. CORRESPONDENCE
6. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS
7. CONSENT AGENDA
 1. Approval of Bills 5
 1. Warrant of May 22, 2017
The Board of Education to approve the warrant of bills of May 22, 2017.
8. NEW BUSINESS
 1. First Warning with Policy 5141.251 - Students with Special Health Care Needs - Accommodating Students with Special Dietary Needs 11
First Warning with Policy 5141.251 - Students with Special Health Care Needs - Accommodating Students with Special Dietary Needs. The Policy committee is recommending the Board review this policy. The Second Warning will be on the June 12, 2017 Board meeting.
 2. First Warning - Policy Committee - Somers Superintendent Job Description 5.3 13
First Warning - Policy Committee - Somers Superintendent Job Description 5.3. The Second Warning will be June 12, 2017.
9. OLD BUSINESS
 1. Second Warning of DSB Code 5145.4- Americans with Disabilities Act 19
Second of DSB 5145.4- Americans with Disabilities Act. The Policy Committee has reviewed recommendations by CABE for policy revisions and is recommending approval.
10. ADMINISTRATIVE REPORTS
 1. Somers Public Schools Technology Report 20
There will be a presentation of SPS Technology Report by Rob Wilson.
11. COMMITTEE REPORTS
 1. Budget
 2. Curriculum
 3. Policy
 4. Salary & Negotiations
 5. Planning
 6. Other Committees
12. OTHER
13. EXECUTIVE SESSION - Personnel Matters . Negotiations/Non-Union, Non-Certified Staff.
The Board will go into Executive Session for the purpose to discuss negotiations with non-union, non-certified staff. The Board will invite Dr. Suffredini into Executive Session.
14. ADJOURNMENT

SOMERS BOARD OF EDUCATION

1 Vision Boulevard

Somers, CT 06071

www.somers.k12.ct.us

MINUTES OF THE MEETING – MAY 8, 2017

Members Present: B. Devlin, D. Palmer, R. Lees, Jr., S. Moynihan Bollinger, J. Anderson, A. Kirkpatrick, M. Marquardt (7:04), K. McLellan, B. Capuano

Members Absent:

Administrators Present: Dr. M. Suffredini, B. Boutwell, Dr. D. Messina, Dr. I. Zytka

Staff Present:

Citizens Present: Mr. Brian Czapla

Students Present:

Others:

1.0 CALL TO ORDER

The regular meeting of the Board of Education was called to order at 7:00 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

3.1. Approval of Draft Minutes from 4/24/2017 Board Meeting

April 24, 2017 – It was **MOVED** (J.Anderson), **SECONDED** (B.Capuano) to approve the April 24, 2017 Board of Education meeting minutes as presented. **PASSED 8-0**

4.0 AUDIENCE TO CITIZENS/STAFF/STUDENTS

5.0 CORRESPONDENCE

6.0 OPPORTUNITY TO ADD/DELETE AGENDA ITEMS

7.0 CONSENT AGENDA

7.1. Approval of Bills

7.1.1. Warrant of May 8, 2017

It was **MOVED** (D.Palmer), **SECONDED** (A.Kirkpatrick) to approve the 5/8/17 bills in the amount of \$ 295,653.12 as presented. **PASSED 8-0**

8.0 NEW BUSINESS

8.1. First Warning of DBS Code 5145.4—Americans with Disabilities Act

First Warning of DBS Code 5145.4—Americans with Disabilities Act. The Policy Committee has reviewed recommendations by CABE for policy revisions

and is presenting the revised policy for first warning to the Board of Education. Second warning/adoption will be included on the 5/22/17 agenda.

- 8.2. Resignation – Nathan Rasmussen – Somers High School Physics Teacher**
It was **MOVED (D.Palmer), SECONDED (S.Bollinger)** to accept the resignation of N.Rasmussen, SHS Physics Teacher, effective 6/14/2017. **PASSED 8-0**
- 8.3. Tracy Coro – SES – Extend Leave**
It was **MOVED (D.Palmer), SECONDED (S.Bollinger)** to approve Mrs. T. Coro’s request for an extended leave from June 4-June 14, 2017 (8 days unpaid). **PASSED 9-0**
- 9.0 OLD BUSINESS**
- 9.1. Second Warning – New Textbook Proposal for Somers High School – Grade 11 English – The Whale Talk by Chris Crutcher (April 6, 2017)**
It was **MOVED (K.McLellan), SECONDED (B.Capuano)** to approve the new textbook proposal for Somers High School – Grade 11 English, The Whale Talk by Chris Crutcher. This book conveys themes of acceptance, resilience, and perseverance. **PASSED 9-0**
- 9.2. Second Warning of New Curricula: New Textbook for Somers Elementary School – Science**
It was **MOVED (K.McLellan), SECONDED (J.Anderson)** to approve the new Science textbook for SES. The above curricula was discussed by the Curriculum Committee at their 4/6/17 meeting and was presented to the Board on 4/24/17. This textbook is for grades 1-5 and aligns with new state standards. **PASSED 9-0**
- 9.3. 2017 BOE Meeting Date Calendar**
It was **MOVED (D.Palmer), SECONDED (K.McLellan)** to approve the 2017 BOE meeting date calendar as presented. **PASSED 9-0**
D.Palmer amended motion to approve December 11th date as the only December Meeting. **PASSED 9-0**
- 10.0 ADMINISTRATIVE REPORTS**
- 10.1. Curriculum Presentation – Technology Education**
Dr. I. Zytka, Director of Curriculum, updated the Board on SPS Technology Education.
- 10.2. Curriculum Presentation**
Dr. I. Zytka, Director of Curriculum, updated the Board on SPS Library/Media.
- 10.3. Curriculum Presentation of Differentiating/Instructional Strategies**
Dr. I. Zytka, Director of Curriculum, updated the Board on SPS Differentiating/Instructional Strategies.
- 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 – Met tonight first warning of Superintendents job description will be at the next meeting**
- 11.4. Salary & Negotiations –**
- 11.5. Planning –**
- 11.6. Other Committees –**
- 12.0 OTHER**
- 13.0 ADJOURNMENT**
It was MOVED (M.Marquardt), SECONDED (K.McLellan) to adjourn the BOE meeting at 8:05 p.m. PASSED 9-0

Respectfully submitted,

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

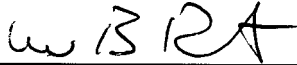
These minutes are not official until approved at a subsequent meeting.

Somers Board of Education General Budget Treasury Warrant

Report # 46074

Check Batch: 17242
 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:** 5/18/17
William B. Boutwell, Director of Business Services

17242	13538	05/22/2017	V58674	Administrator, Unemployment Compensation	0.00	14.00
	13539	05/22/2017	V02129	Alarm New England LLC	0.00	530.00
	13540	05/22/2017	V60790	Alternative Access Assistive Technology	0.00	280.00
	13541	05/22/2017	V52670	SYNCB/AMAZON	0.00	1,704.70
	13543	05/22/2017	V52306	AmeriPride Services, Inc	0.00	303.66
	13544	05/22/2017	V51683	Barnes & Noble, Inc	0.00	621.00
	13545	05/22/2017	V61115	Ben Bronz Foundation, Inc	0.00	5,200.00
	13546	05/22/2017	V61323	Beyond Play, LLC	0.00	182.45
	13547	05/22/2017	V02406	Billings Sports, Inc.	0.00	154.00
	13548	05/22/2017	E00024	Bouchard, Corinne	0.00	579.74
	13549	05/22/2017	V00121	CABE	0.00	239.96
	13550	05/22/2017	E00576	Carroll, Daniel	0.00	30.00
	13551	05/22/2017	V60972	Connecticut Junior Republic	0.00	1,689.10
	13552	05/22/2017	V02474	Connecticut Radio, Inc	0.00	295.00
	13553	05/22/2017	V00204	CREC	0.00	4,541.52
	13554	05/22/2017	V02359	Downes & Reader Hardwood	0.00	759.00
	13555	05/22/2017	E00096	Duffy, Margaret	0.00	32.63
	13556	05/22/2017	V00605	Electrical Wholesalers	0.00	63.53
	13557	05/22/2017	V61230	ENGIE Resources	0.00	10,297.60
	13558	05/22/2017	V53618	Everlast Climbing Industries, Inc	0.00	860.20

Somers Board of Education General Budget Treasury Warrant

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	13559	05/22/2017	V00159	Eversource Energy	0.00	5,557.25
	13560	05/22/2017	V54168	First Student, Inc	0.00	77,812.78
	13562	05/22/2017	V02186	Flinn Scientific, Inc.	0.00	137.25
	13563	05/22/2017	V61017	Frontier Communications	0.00	1,055.84
	13564	05/22/2017	V02461	Fulco Ph.D., Michael N.	0.00	3,600.00
	13565	05/22/2017	V01830	Gerry's Music Shop, Inc.	0.00	2,936.30
	13566	05/22/2017	E00121	Goduti, Philip	0.00	100.00
	13567	05/22/2017	V54081	Graduate Pest Solutions, Inc.	0.00	158.00
	13568	05/22/2017	V00511	Grainger	0.00	717.54
	13569	05/22/2017	V60852	Grassmere Country Club	0.00	269.40
	13570	05/22/2017	V53439	Group Dynamic	0.00	27.75
	13571	05/22/2017	V51232	Hartford Hospital	0.00	4,290.00
	13572	05/22/2017	V54063	HSABank	0.00	201.25
	13573	05/22/2017	V51979	Integrated Systems Services, LLC	0.00	7,186.08
	13574	05/22/2017	V60521	IXL Learning	0.00	600.00
	13575	05/22/2017	V00438	Journal Publishing Co.	0.00	266.76
	13576	05/22/2017	V02625	K & S Distributors	0.00	573.85
	13577	05/22/2017	V00451	Kittredge Equipment Company, Inc.	0.00	1,813.75
	13578	05/22/2017	V61322	KleenSlate	0.00	425.07
	13579	05/22/2017	V60527	Kloter Farms Inc	0.00	500.00
	13580	05/22/2017	V60716	LD Products Inc.	0.00	107.96
	13581	05/22/2017	V52700	Learning Resources	0.00	21.24
	13582	05/22/2017	V02151	Library Video Co.	0.00	71.86
	13583	05/22/2017	V02898	MagnaKleen Services	0.00	280.66
	13584	05/22/2017	V53584	Marcy Cook Math	0.00	84.00
	13585	05/22/2017	V000005	Migliore, Joseph	0.00	100.00
	13586	05/22/2017	V01013	NASCO Fort Atkinson	0.00	43.75
	13587	05/22/2017	V60743	NASP, Inc	0.00	64.00
	13588	05/22/2017	V61273	Optiv Security Inc	0.00	292.74
	13589	05/22/2017	V61308	Orca Book Publishers	0.00	811.92
	13590	05/22/2017	V60568	Pediatric Services of America Inc	0.00	3,120.00
	13591	05/22/2017	V60864	Pullman & Comley, LLC	0.00	1,525.00
	13592	05/22/2017	V53593	ReadyRefresh by Nestle	0.00	41.91
	13593	05/22/2017	V60567	Rydin Decal	0.00	273.02
	13594	05/22/2017	V61090	Salomone, Dr. Kathleen	0.00	600.00
	13595	05/22/2017	E00362	Scholes, Erin	0.00	232.89
	13596	05/22/2017	V01292	School Specialty, Inc.	0.00	895.19

Somers Board of Education General Budget Treasury Warrant

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	13597	05/22/2017	V51324	Sherwin-Williams Co., The	0.00	67.08
	13598	05/22/2017	V60911	SHI International Corp	0.00	15,910.00
	13599	05/22/2017	V01485	Social Studies School Services	0.00	144.45
	13600	05/22/2017	V02404	Somers Ace Hardware	0.00	355.36
	13601	05/22/2017	V00886	Somers Lunch Program	0.00	64.46
	13602	05/22/2017	V61333	Speech Academy, The	0.00	10,666.88
	13603	05/22/2017	V61327	St. John Fisher College/APSI	0.00	595.00
	13604	05/22/2017	E00322	Suffredini, Dr. Maynard	0.00	30.50
	13605	05/22/2017	V54013	Teacher Direct	0.00	53.32
	13606	05/22/2017	V01307	Teacher's Discovery	0.00	304.25
	13607	05/22/2017	V60288	Tri-Point Products	0.00	40.90
	13608	05/22/2017	M53099	Tull Brothers, Inc.	0.00	28.71
	13609	05/22/2017	V60776	UCONN	0.00	575.00
	13610	05/22/2017	V02758	University of Saint Joseph	0.00	5,905.00
	13611	05/22/2017	V61212	USA Led	0.00	320.08
	13612	05/22/2017	V61140	Van Pool Transportation LLC	0.00	10,125.00
	13613	05/22/2017	V53413	W. B. Mason Co., Inc.	0.00	3,333.34
	13614	05/22/2017	V02738	William V. MacGill & Co.	0.00	564.31
	13615	05/22/2017	E00233	Zytka, Dr. Irene	0.00	11.00
Totals:					0.00	\$194,267.74

76 Checks Listed.

Somers Board of Education General Journal Register

Report # 46073
Batch: 17208
Transaction: N/A
Show Summary Only: Yes

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
17208	\$194,267.74	Posted	Lbergamini	05/15/2017	Lbergamini	05/18/2017

General Ledger Distribution Summary						
Period, Fiscal Year	Account Number	Account Description	DTF Base	Over Budget	Debits	Credits
May, 2017						
Generated Distributions						
	10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			178,951.39	0.00
	10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	178,951.39
		Total Generated Distributions			\$178,951.39	\$178,951.39
User-Entered Distributions						
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	194,267.74
	10-100-2-2-14-241-611-01-5-00155	K-5 - GENERAL SUPPLIES			700.09	0.00
	10-100-2-2-16-242-611-01-5-00722	K-5 - LANGUAGE ARTS SUPPLIES			420.21	0.00
	10-100-2-2-18-242-611-01-5-01149	K-5 INTERVENTION - MATH			563.31	0.00
	10-100-2-2-30-242-611-01-5-00208	K-5 - SOCIAL STUDIES SUPPLIES			159.53	0.00
	10-100-2-3-02-242-611-01-5-00164	MA - ART SUPPLIES			218.87	0.00
	10-100-2-3-14-241-611-01-5-00157	MA - GENERAL SUPPLIES			83.90	0.00
	10-100-2-3-20-242-611-01-5-00172	MA - MUSIC SUPPLIES			2,376.80	0.00
	10-100-2-4-04-242-611-01-5-00176	HS - BUSINESS ED SUPPLIES			74.52	0.00
	10-100-2-4-08-242-611-01-5-00175	HS - FOREIGN LANGUAGE SUPPLIES		Yes	66.50	0.00
	10-100-2-4-08-243-611-01-5-01581	HS - WORLD LANGUAGE			304.25	0.00
	10-100-2-4-12-242-611-01-5-00183	HS - TECHNOLOGY ED SUPPLIES		Yes	783.70	0.00
	10-100-2-4-14-241-611-01-5-00159	HS - GENERAL SUPPLIES			2,718.15	0.00
	10-100-2-4-16-220-641-01-5-00120	HS - ENGLISH TEXTBOOKS		Yes	982.04	0.00
	10-100-2-4-20-242-611-01-5-00168	HS - BAND SUPPLIES		Yes	462.50	0.00
	10-100-2-4-22-242-611-01-5-00195	HS - PHYSICAL ED SUPPLIES			64.00	0.00
	10-100-2-4-28-242-611-01-5-00206	HS - SCIENCE SUPPLIES		Yes	181.00	0.00
	10-100-2-4-30-242-611-01-5-01644	HS - SOCIAL STUDIES SUPPLIES			144.45	0.00
	10-100-2-4-48-242-611-01-5-00721	HS - HEALTH ED SUPPLIES			195.32	0.00
	10-100-2-4-48-243-611-01-5-00972	HS - HEALTH WORKBOOKS			43.17	0.00
	10-100-8-5-66-910-730-04-5-00843	SW - CAPITAL OUTLAY TECHNOLOGY			15,910.00	0.00
	10-120-9-9-50-231-642-05-5-01069	SPED - PRO. LIBRARY		Yes	154.99	0.00
	10-120-9-9-95-242-611-01-5-01073	SP ED - PRESCHOOL SUPPLIES			64.77	0.00
	10-120-9-9-98-241-611-01-5-00160	SP ED - GENERAL SUPPLIES			112.13	0.00
	10-120-9-9-98-242-611-01-5-00213	MA - ALTERNATIVE ED PROG			174.16	0.00
	10-120-9-9-98-242-611-01-5-00214	MA - RESOURCE ROOM SUPPLIES			112.94	0.00

Somers Board of Education General Journal Register

Report # 46073

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
17208	\$194,267.74	Posted	Lbergamini	05/15/2017	Lbergamini	05/18/2017
		10-260-5-6-62-722-430-08-5-00801	SW - EXTERMINATING		158.00	0.00
		10-260-5-6-62-722-430-08-5-00885	SW - ELECTRICAL SUPPLIES	Yes	383.61	0.00
		10-260-5-6-62-722-430-08-5-01646	SW - SECURITY	Yes	195.00	0.00
		10-260-5-6-64-641-620-05-5-00358	K-5 - ELECTRICITY		3,886.91	0.00
		10-260-5-6-64-641-620-05-5-00361	HS - ELECTRICITY	Yes	11,747.70	0.00
		10-260-5-6-64-641-620-05-5-00362	MAINTENANCE - ELECTRICITY	Yes	220.24	0.00
		10-270-4-5-84-521-510-12-5-00325	TRANSPORTATION - ELEMENTARY		23,998.14	0.00
		10-270-4-5-84-521-510-12-5-00326	TRANSPORTATION - SECONDARY		28,826.59	0.00
		10-270-9-9-84-522-112-12-5-00333	SP ED - TRANSPORTATION AIDE		1,733.34	0.00
		10-270-9-9-84-522-510-12-5-00329	SP ED - VANS		19,241.75	0.00
		10-270-9-9-84-522-510-12-5-00332	SP ED - ADDITIONAL MILEAGE	Yes	10,125.00	0.00
		10-279-4-4-42-530-580-06-5-00337	HS - ATHLETIC TRIPS		3,807.79	0.00
		10-279-4-4-84-530-580-07-5-00845	HS - FIELD TRIPS		205.17	0.00
		10-280-6-5-82-820-200-13-5-00509	SW - FLEXIBLE SPENDING ACCT		27.75	0.00
		10-280-6-5-82-820-200-13-5-00517	UNEMPLOYMENT INSURANCE	Yes	14.00	0.00
		10-280-6-5-82-820-200-13-5-01228	SW - HEALTH SAVINGS ACCOUNT		201.25	0.00
		10-320-7-4-42-880-690-06-5-00595	HS - ATHLETIC SUPPLIES		923.40	0.00
		10-613-9-9-88-955-561-14-5-00673	SP ED - TUITION	Yes	32,292.50	0.00
				Total User-Entered Distributions	<u>\$194,267.74</u>	<u>\$194,267.74</u>
				Total for May, 2017	<u>\$373,219.13</u>	<u>\$373,219.13</u>
				Grand Total for Batch # 17208	<u>\$373,219.13</u>	<u>\$373,219.13</u>

361 Transactions Listed.

Students

Students with Special Health Care Needs

Accommodating Students with Special Dietary Needs

Accommodating Disabled Students with Special Dietary Needs (Modified Meals for Disabled Students)

The Board of Education (Board) believes that all students, through necessary accommodations, modifications or substitutions shall have the opportunity to participate fully in all school programs and activities. The Board is committed to making the necessary accommodations where required, based upon a written statement from a licensed health care professional, for all disabled students with special dietary needs.

Legal Reference: Connecticut General Statutes
10-15b Access of parent or guardian to student's records.
10-154a Professional communications between teacher or nurse and student.
10-207 Duties of medical advisors.
10-212a Administrations of medications in schools.
10-212c Life threatening food allergies; Guidelines; district plans, as amended by P.A. 12-198.
Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools, Connecticut State Department of Education (2006)
Federal Legislation
Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 § 504; 34 C.F.R. § 104 et seq.)
Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §12101 et seq.; 29C.F.R. §1630 et seq.
The Family Education Rights and Privacy Act of 1974 (FERPA)
The Individuals with Disabilities Education Act of 1976 (IDEA) (20 U.S.C. § 1400 et seq.); 34 C.F.R. § 300 et seq.
USDA Guidance SP59-2016- Modifications to Accommodate Disabilities in the School Meal Programs

USDA regulations at CFR 15b-Nondiscrimination on the Basis of
handicap in Programs and Activities Receiving Federal Financial
Assistance

Superintendent of Schools: Job Description (5/8/17 DRAFT)

Title: Superintendent of Schools

Overview: The Superintendent serves as the chief executive officer of the Board of Education. The Superintendent has sole executive authority over the school system and the responsibility for its operation and supervision. He/she acts on own discretion if action is necessary in any matter not covered by Board policy, reports such actions to the Board as soon as is practicable, and recommends policy changes in order to provide guidance in the future. The Superintendent delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation.

Qualifications: Connecticut certification as a Superintendent of Schools
Such additional qualifications as the Board of Education may require at its discretion.

Reports To: Somers Board of Education

Supervises: All administrative and supervisory personnel of the district and through them all employees.

Job Goal: To inspire, lead, guide and direct every member of the administrative, instructional, and supportive services teams in setting and achieving the highest standards of excellence, so that each individual student enrolled in our district may be provided with a complete, valuable, meaningful, and personally rewarding education.

Further, to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, and an ever-present overriding concern for their impact upon each individual student's education.

I. Board – Superintendent Interactions

The Superintendent works with the Board of Education to establish trusting relationships, a vision, goals and objectives for the district. The Superintendent communicates regularly and clearly with the Board and provides necessary data and information to assist them with the evaluation of district programs and operations.

A. Executive Function

- 1a. Makes recommendations to the Board relative to matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to assist in making informed decisions.

A. Executive Function (cont.)

- 2a. Advises, counsels, and assists the Board in the timely development of appropriate planning documents and realistic annual district goals.
- 3a. Informs and advises the Board about the programs, practices, and challenges of the school district, and keeps the Board informed of the activities and needs which fall under the Board's authority.
- 4a. Informs the Board about current federal and state laws, local ordinances and the policies and regulations of the district and advises the Board on the need for new or revised policies.
- 5a. Informs the Board about the financial condition of the district and proposes short and long range recommendations.
- 6a. Studies concerns and complaints and reports to the Board when appropriate.
- 7a. Prepares in collaboration with the Board Chairman, the agendas for meetings and delivers the agendas and associated materials well in advance of the meetings to the entire Board.
- 8a. Attends and participates in all meetings of the Board of Education (including executive sessions), unless excused by the Board for good cause.
- 9a. Carries out directives from the Board.

B. Communication

- 1b. Uses effective written and verbal language in communicating with the Board.
- 2b. Develops and informs the Board concerning the public communications plan.

C. Relations

- 1c. Demonstrates respect and cooperation in relationships with the Board. Remains impartial and treats all members fairly.
- 2c. Maintains liaison between the Board and personnel, working toward a high degree of understanding and respect between the staff and the Board.

II. Educational Leadership

The Superintendent develops a comprehensive vision for the district. He/she identifies the values under which the schools function, sets high performance expectations for

students and staff, and advocates for and supports quality research-based programs to enhance teaching and learning.

1. Leads and directs the instructional program of the school system, placing equal emphasis on the needs of each student.
2. Ensures best practices based on current research related to learning, teaching, student development, organizational development, technology, and data management to optimize learning for all students.
3. Develops and implements District Strategic Plans that support the vision, mission and goals of the school district.
4. Assumes overall responsibility for developing and maintaining curriculum for all subjects and programs and oversees the timely revision of all curriculum guides and courses of study.
5. Advocates for innovative pedagogical strategies to ensure high quality and relevant instruction.
6. Recommends to the Board for its adoption all courses of study, curriculum guides and major changes in instructional resources.

III. Community/Public Relations

The Superintendent, in cooperation and consultation with the Board of Education, maintains positive working relationships with the community, local, regional and state organizations and agencies.

1. Establishes and implements a public communications plan keeping the community informed about the vision/mission, performance, activities, needs and successes of the schools.
2. Maintains an effective and cooperative professional relationship with community agencies (e.g. Board of Selectmen and Board of Finance), while representing the best interests of the district.
3. Represents the schools before the public and at community functions in a manner which leads to mutual respect and support.
4. Is sensitive and responsive to community and family concerns and solicits appropriate information and input regarding the educational system.
5. Uses effective written and verbal language in communicating with staff and the public.
6. Effectively utilizes technology to communicate with the community.

IV. Organizational Management

The Superintendent, as the Chief Executive Officer, efficiently and effectively facilitates the day-to-day operations of the school district and its policies.

1. Administers the schools in accordance with current federal and state laws, local ordinances, bargaining agreements, and the policies and regulations of the district.
2. Submits to the Board annual assessment reports of student academic achievement to determine progress towards meeting district goals.
3. Supervises the preparation of the detailed district budget, interpreting and presenting it to the Board for adoption.
4. Oversees the administration of the budget keeping expenditures within limits and in accordance with legal requirements and adopted Board policies.
5. Ensures that proper accounting and control procedures are followed.
6. Develops administrative regulations that support the implementation of Board policy.

V. Human Resources Management

The Superintendent recruits, hires, and retains personnel (in compliance with BOE policy) who show the potential to best meet the needs of all students and/or the school district. A system of support, supervision and consistent evaluation should be in place to ensure that all staff are effective in their positions.

A. Hiring

- 1a. Maintains up-to-date job descriptions for all personnel.
- 2a. Maintains a current recruitment plan ~~that is~~ designed to attract the best available personnel.
- 3a. Implements sound personnel practices, consistent with law, Board policy and collective bargaining agreements, including recruitment, hiring, and assignment.

B. Staff Development & Management

- 1b. Encourages an exchange of ideas and active participation in the development of district programs and initiatives among school personnel.

B. Staff Development & Management

- 2b. Provides an appropriate program of continuing growth and professional development for administrators, faculty and non-certified staff.
- 3b. Periodically reviews and reorganizes staff duties and delegates responsibilities appropriately to take full advantage of the staff's special competencies.
- 4b. Develops and maintains positive staff morale and loyalty to the school district.
- 5b. Implements sound personnel practices, consistent with law, Board policy and collective bargaining agreements, including leaves of absence, transfers, supervision, evaluation, promotion, discipline and termination of all personnel.
- 6b. Holds personnel meetings as appropriate for the discussion of matters concerning the improvement and welfare of the schools.
- 7b. Serves as liaison in all professional and non-certified negotiations.
- 8b. Makes recommendations to the Board regarding salary and tenure of all employees.

C. Evaluation

- 1c. Implements and maintains a personnel evaluation system insisting on a high level of performance by all staff.
- 2c. Supervises and evaluates Principals, Assistant Principals, Director of Pupil Services, Director of Business Services, Director of Curriculum and Instruction, Director of Technology and Information Services, Supervisor of Buildings and Grounds, and Administrative Assistant to the Superintendent.

VI. Personal Qualities

The Superintendent is principled, has strong interpersonal skills, leads ethically, and interacts effectively in the full range of his/her professional activities.

1. Defends principle and conviction in the face of pressure and partisan influence.
2. Maintains a high standard of ethics, honesty and integrity, in all personal and professional matters.
3. Develops collaborative and collegial relationships with professional colleagues.
4. Maintains poise and emotional stability in the full range of professional responsibilities.

Terms of Employment: Twelve-month year. Salary and working conditions per the contract between the Board of Education and the Superintendent of Schools.

Evaluation: By the Board of Education, according to the contract between the Board of Education and the Superintendent of Schools.

This job description will be reviewed and updated periodically.

Legal Reference: Connecticut General Statutes
10-157 Superintendents. Relationship to local or regional board of education; written contract of employment; evaluation of superintendent by board of education (as amended by P.A. 85-54, An Act Concerning the Appointment of a Superintendent – effective 7/1/85)

10-226 Reports to state board of education (as amended by P.A. 85-54)

Students

Nondiscrimination

Americans with Disabilities Act

The Board of Education recognizes its responsibility to comply with the letter and spirit of federal and state statutes regarding people with disabilities, including the Americans with Disabilities Act.

The Board directs the Superintendent to develop administrative regulations in order to implement appropriate ADA provisions for students, employees and others who may be affected by this Act.

(cf. 4118.12/4218.12 - Disabilities)

Legal Reference: Connecticut General Statutes

[19-581](#) through 585 AIDS testing and medical information.

[10-209](#) Records not to be public.

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

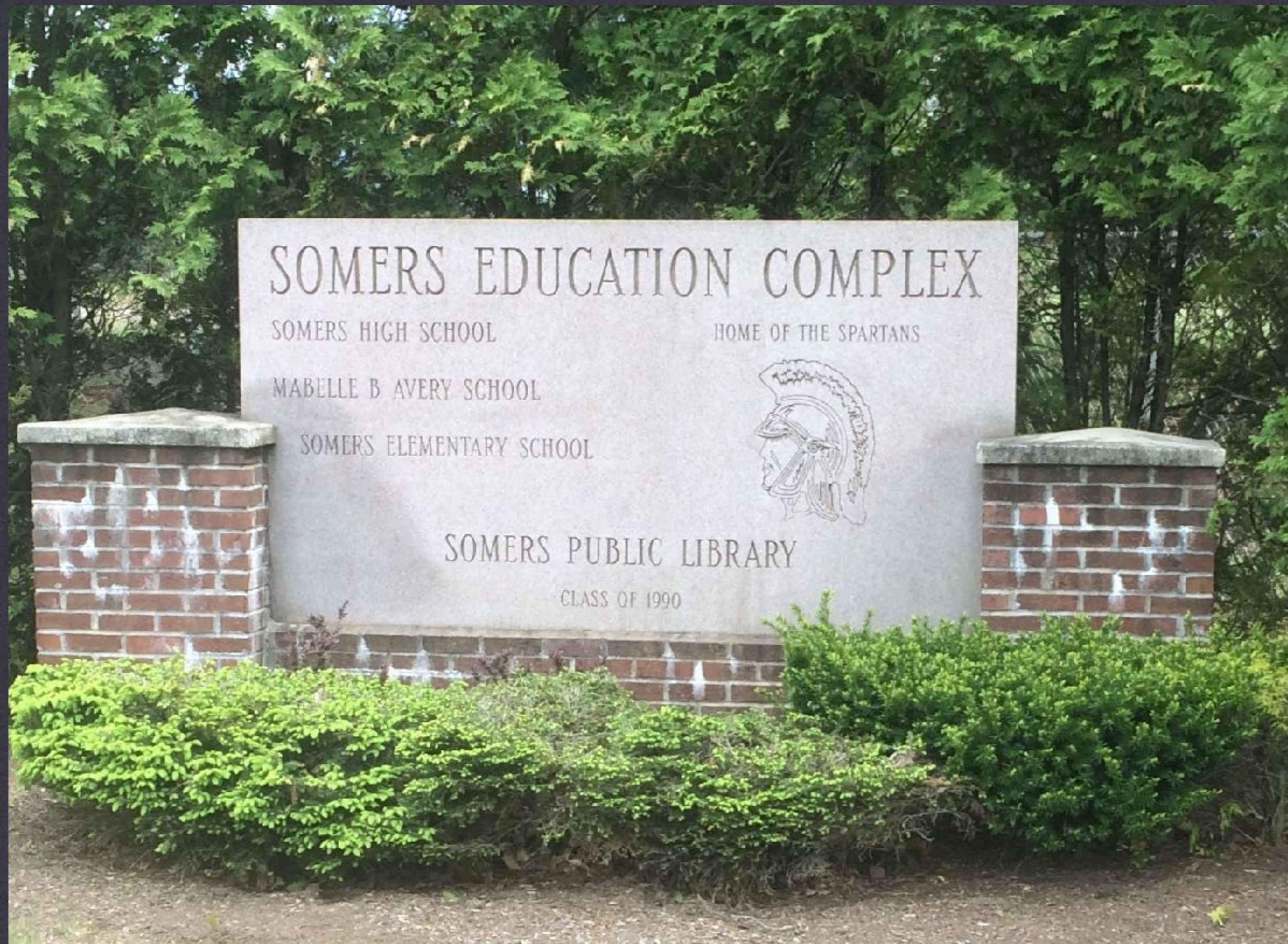
Section 504 and the Federal Vocational Rehabilitation Act of 1973, 20 U.S.C. 706(7)(b).

American Disability Act of 1989. (42 U.S.C. Ch 126 §12112), as amended by ADA Amendments Act of 2008

Chalk v. The United States District Court of Central California.

Amendments of Americans with Disabilities Act, Title II and Title III, Regulation to Implement ADA Amendments Act of 2008. Federal Register, Vol. 81, No. 155 (28 CFR Parts 35 & 36)

Adopted: September 8, 2008



SOMERS PUBLIC SCHOOLS

2016-2017 ANNUAL TECHNOLOGY REPORT

ROB WILSON - DIRECTOR OF TECHNOLOGY AND INFORMATION SERVICES

MAY 22, 2017

Technology Categories

- ❖ Network
 - ❖ Core
 - ❖ Wired
 - ❖ Wireless
- ❖ Servers
 - ❖ Equipment
 - ❖ Backups
- ❖ Client Devices
 - ❖ Desktops
 - ❖ Laptops
 - ❖ Labs
 - ❖ iPads / ChromeBooks
- ❖ Information Systems
- ❖ Classroom Technology
- ❖ Software
- ❖ State Reporting
- ❖ State Testing
- ❖ Server Room / Network Closets
- ❖ Phones
- ❖ Video Systems
- ❖ Radio Station (WDJW)
- ❖ Professional Development

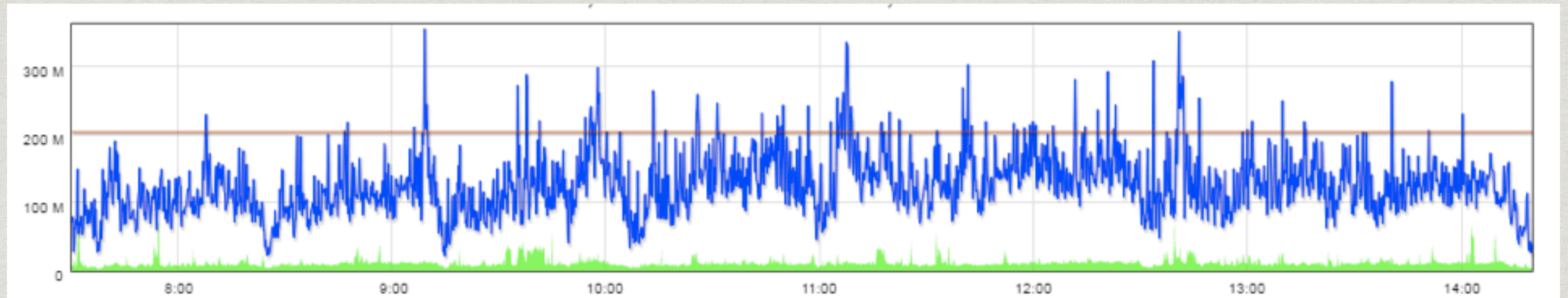
Network

Wired and Wireless Infrastructure

- ❖ Installed Summer 2014
- ❖ Funded from State Grant and Town Capital Improvement Funds
- ❖ Cisco 1GB PoE Switches & Firewall
- ❖ Aruba Wireless Access Points (93 Across Campus)
- ❖ 500 MB Internet Connection (CEN)
- ❖ iBoss Web Filter (CEN)



Network - Internet Usage



95th Percentile Statistics

- * 2017 - 204.18 MB
- * 2016 - 229.87 MB
- * 2015 - 121.14 MB

Servers

Current Status

- ❖ 7 Mac Servers, 3 Windows Servers, 1 Virtual Host
- ❖ Web Server
- ❖ File Servers
- ❖ Business Server
- ❖ Network Servers (DHCP, DNS)
- ❖ DEVOS Video Streaming
- ❖ When possible, the District utilizes Cloud Services to host the server environment

Client Devices - Staff

Current Status – Desktops & Laptops

High School Teachers

- ❖ Last Replenished Winter-Spring 2016 (Age 1 Year)
- ❖ Most teachers received new laptops. Others received refurbished laptops.

Middle School Teachers

- ❖ Last Replenished Winter-Spring 2016 (Age 1 Year)
- ❖ All teachers received new laptops

Elementary School Teachers

- ❖ Last Replenished Spring 2012 (Age - 5 Years)

Support Staff

- ❖ Old Teacher Laptops (Roughly 10 Years Old)
- ❖ If requested, iPads or ChromeBooks are Provided

Client Devices - Students

- ❖ Kindergarten – iPad Mini Cart
- ❖ First and Second Grade – iPad Mini
- ❖ Third thru Eighth Grade – iPad Air
- ❖ Ninth thru Twelfth Grade – HP ChromeBooks



Classroom Technology

Current Status – Carts, Labs, Projectors, Mimio

- ❖ SES Media Center – Summer 2009 (8 Years)
 - ❖ Received a major upgrade (memory and operating system) during 2015-2016 Winter Break
- ❖ SES No Longer Uses a Laptop Cart

- ❖ MBA Cart 1 – Summer 2013 (4 Years)
- ❖ MBA Media Center – Winter 2013 (4 Years)
 - ❖ Received a major upgrade (memory and operating system) during 2015-2016 Spring Break

Classroom Technology

Current Status – Carts, Labs, Projectors, Mimio

- ❖ SHS Cart 1 – Summer 2013 (4 Years)
- ❖ SHS Media Center – Fall 2008 (9 Years)
 - ❖ Received a major upgrade (memory and operating system) during 2015-2016 Spring Break
- ❖ SHS Room 114 (Business / Yearbook) – Summer 2016 (< 1 Year)
- ❖ SHS Room 116 (Tech Ed) – Summer 2012 (5 Years)
 - ❖ Received a memory upgrade during the 2015-2016 school year
- ❖ SHS Room 118 (Tech Ed) – Summer 2009 (8 Years)
 - ❖ Received a memory upgrade during the 2015-2016 school year

- ❖ Projectors - Average 10 Years Old

- ❖ Mimio - 18 devices in the district (5-6 Years)

Phones

Current Status

- ❖ Main Switch is over 10 years old
- ❖ Interface slots are slowly being upgraded to digital
- ❖ Phones and voicemail have been “mostly” stable.

◎ SHS Bell System Upgraded

- ◎ New System is Integrated with Phone System

- ◎ Web Interface for Easy Management

Video Systems

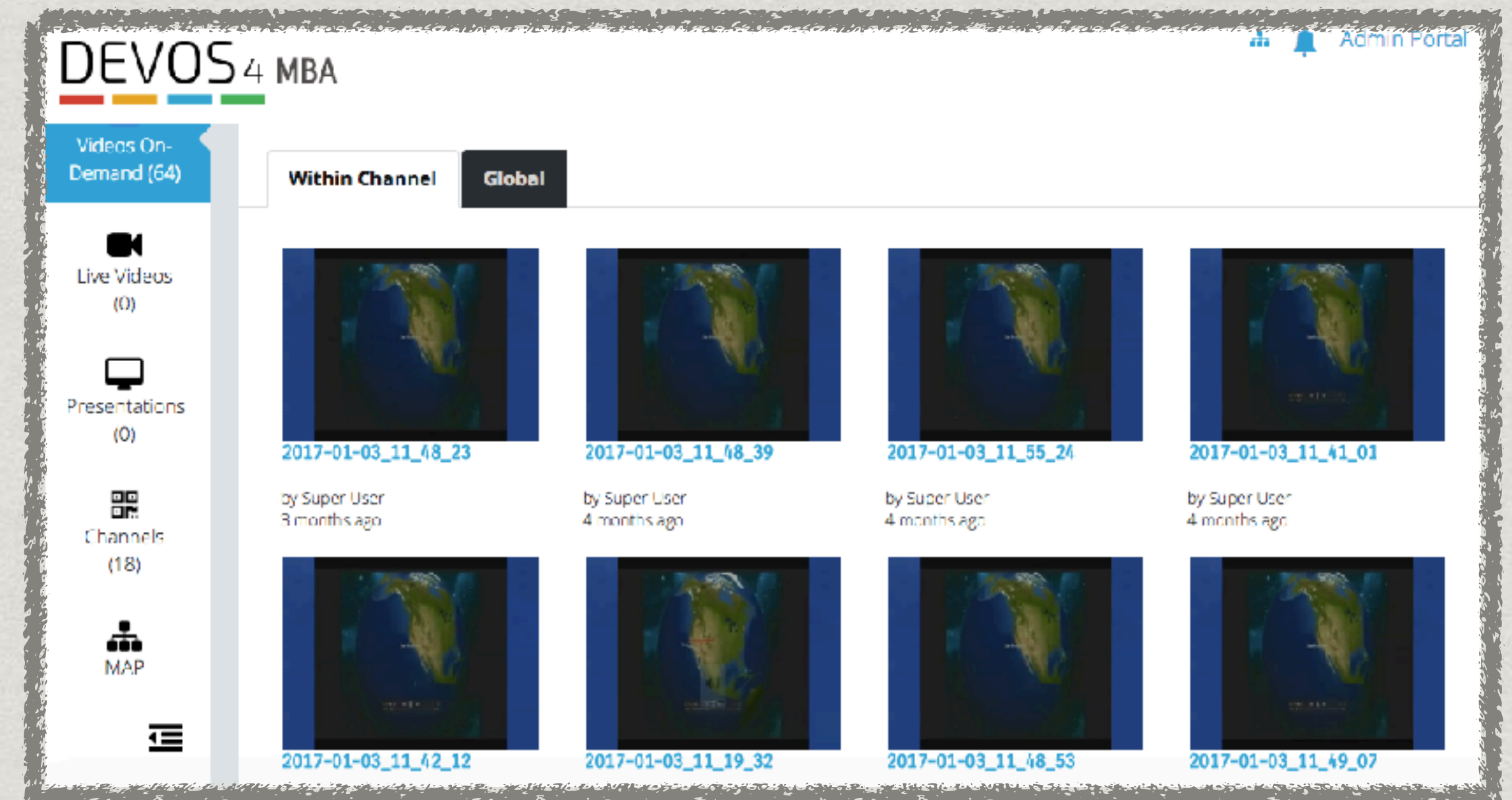
Current Status

- ❖ Broadcasting analog and via Digital Content Delivery System
- ❖ Tube TVs in Classroom
- ❖ Broken Tube TVs Replaced with Flat Screen
- ❖ Decentralized and Centralized
DVD / VCR Players








Digital Content Delivery System

- ❖ DEVOS System - Discover Video
- ❖ Live Stream Events
- ❖ Online Digital Repository
- ❖ Replay Recorded Events



- ❖ 1,200+ Videos are currently available
(Twice as Many Videos Since Last Year's Report)

2016 Improvement Plan - Review

- ❖ Chromebooks (SHS) 
- ❖ InfoSnap - Online Registration for All Students 
- ❖ Cafe Point-of-Sale - New Electronic Cafeteria System 
- ❖ After-School PD Expansion - At least 2 Sessions a Month 
- ❖ Expand Digital Signage 

On-Line Services

- * Introduced InfoSnap (Electronic Document) to All Schools
 - Over 1,055 Students (73%) Were Registered Online
- * Introduced InfoSnap for All High School Sports Registration
 - Over 300 Athletic Registrations were Submitted Online
- * Introduced an Online Payment Solution for the New Cafeteria System MyPaymentsPlus
 - Over 385 Families are Registered
 - Over 635 Students had Accounts Activated
 - Over \$81,000 Deposited Online by Parents/Guardians for Meals

Professional Development

- * Individual and Small Group (Team Collab) Professional Development
- * After-School Professional Development
 - The Somers IT Department Hosts Bi-Weekly Technology Training



Professional Development

- Off-Site Professional Development

- International Society for Technology in Education Conference (Denver, CO)
- EdTech Teacher iPad Summit (Boston)
- UCONN iPad Conference (UCONN Storrs Campus)
- CREC Sponsored Training (Various Locations)
- Apple iPad Workshops (Meriden, CT & West Hartford, CT)

- Google for Education Summit (Newington, CT & Manchester, CT)
- Connecticut Education Network Conference & Workshops (Hartford, CT)
- Northeast PSUG Conference (Springfield, MA) CT Association of School Librarians Conference (Southington, CT)

Communication

- * Newsletters - “Technology in the Classroom” Articles
- * Campus View
- * District-wide E-Mails
- * Digital Signage
- * Website Notifications



2017 Improvement Plan

- * ChromeBooks (MBA)
- * New Website
- * SHS AV Club
- * SES Teacher Laptop Upgrades
- * Radio Station (WDJW) Independence

