

**Regular Board of Education Meeting**

**Tuesday, October 10, 2017 7:00 PM**

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

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MINUTES
  1. Draft Minutes of 9/28/2017 3  
The Board of Education to approve or amend the Minutes of 9/28/2017.
  2. Draft Minutes of the 10/2/2017 Special Meeting of Board of Education 6  
For the Board of Education to approve the minutes of the 10/2/2017 Special Meeting.
4. AUDIENCE TO CITIZENS/STAFF/STUDENTS
5. CORRESPONDENCE
6. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS
7. CONSENT AGENDA
  1. Warrant of 10/10/2017 8  
The Board of Education will review and approve the warrant of 10/10/17.
  2. Retirement of John Dzwonkus, Custodian at Mabelle B. Avery Middle School. 12  
Mr. John Dzwonkus will be retiring after 26 years as a custodian for the Somers Public Schools on December 29, 2017.
  3. Resignation of Somers High School Secretary 13  
Mrs. Pam Blauvelt, 10 month Secretary in the Main Office of Somers High School for the last 14 years is resigning as of October 19, 2017.
8. NEW BUSINESS
  1. 1st Warning - DBS policy 5113 revised 14  
The Policy Committee reviewed the attached policy and is recommending revision - 1st Warning - DBS policy 5113.
  2. 1st Warning - DBS Policy 4112.51 Reference checks 19  
The Policy Committee has reviewed the attached policy and is recommending revision. 1st Warning - DBS Policy 4112.51 Reference checks
  3. 1st Warning - DBS Policy 5125 Student Records- Confidential. 26  
The Policy Committee has reviewed the attached revision and is recommending revision. 1st Warning - DBS Policy 5125 Student Records - Confidential.
  4. 1st Warning - DBS Policy 5113.2 Truancy 31  
The Policy has reviewed the attached policy and is recommending revision. 1st Warning - DBS Policy 5113.2 Truancy
9. OLD BUSINESS
  1. 2018 Board of Education Meeting Schedule - 2nd Warning 35  
The Board will review and approve/amend the 2018 Board of Education Meeting Schedule.
10. ADMINISTRATIVE REPORTS
  1. Transportation Update  
Mr. Boutwell will present an update on transportation.
  2. Somers High School Senior Exit Survey - Class of 2017 36  
Somers High School Principal, Mr. Gary Cotzin will present the Class of 2017 Senior Exit Survey.
  3. Superintendent's Update  
Brian Czapla, our Superintendent, will give the Board of Education an update on issues.
11. COMMITTEE REPORTS
  1. Budget
  2. Curriculum

3. Policy
4. Salary and Negotiations
5. Planning
6. Other Committees
12. OTHER
13. ADJOURNMENT

**SOMERS BOARD OF EDUCATION**

1 Vision Boulevard

Somers, CT 06071

[www.somers.k12.ct.us](http://www.somers.k12.ct.us)

**MINUTES OF THE MEETING – SEPTEMBER 25, 2017**

**Members Present:** B. Devlin, R. Lees, Jr., J. Anderson, A. Kirkpatrick, M. Marquardt, K. McLellan, B. Capuano

**Members Absent:** D. Palmer, S. Moynihan Bollinger

**Administrators Present:** B. Czapla

**Staff Present:**

**Citizens Present:** J. Martin

**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**

**3.1. Draft Minutes of Board Meeting of 9/11/17**

September 11, 2017 – It was **MOVED** (B. Capuano), **SECONDED** (A. Kirkpatrick) to approve the September 11, 2017 Board of Education meeting minutes as presented. **PASSED 7-0.**

**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 – Warrant of Bills 9/25/17**

It was **MOVED** (A. Kirkpatrick), **SECONDED** (M. Marquardt) to approve the 9/25/17 bills in the amount of \$110,966.52 as presented. **PASSED 7-0.**

**8.0. NEW BUSINESS**

**8.1. 2018 Board of Education Meeting Schedule**

Superintendent Czapla presented the 2018 BOE meeting schedule for Board members to review. The BOE will make a motion to approve the 2018 schedule at the next Board meeting on Tuesday, October 10, 2017.

**9.0. OLD BUSINESS**

**9.1. Second Warning DBS Policy 6172 – Alt. Education**

It was **MOVED (B. Capuano), SECONDED (J. Anderson)** to approve DBS Policy 6172 – Alt. Education as presented. **PASSED 7-0.**

**9.2. Second Warning DBS Policy 4131 – Staff Development**

It was **MOVED (A. Kirkpatrick), SECONDED (K. McLellan)** to approve DBS Policy 4131 – Staff Development as presented. **PASSED 7-0.**

**9.3. Second Warning DBS Policy 5121 – Grading**

It was **MOVED (J. Anderson), SECONDED (K. McLellan)** to approve DBS Policy 5121 – Grading as presented. **PASSED 7-0.**

**9.4. Second Warning DBS Policy 7230 – Air Quality Revised**

It was **MOVED (B. Capuano), SECONDED (K. McLellan)** to approve DBS Policy 7230 – Air Quality revised as presented. **PASSED 7-0.**

**10.0 ADMINISTRATIVE REPORTS**

**10.1. Health Service Report 2016-17**

Superintendent Czapla presented the 2016-2017 Health Services Report for the Somers Public Schools. The report indicates that there were approximately 12,000 student visits and 100 staff visits for illness/injury at all three schools during the 2016-17 year. Majority of the data was obtained from SES and MBA. SHS statistics were not completely accurate primarily because of lack of appropriate health-reporting software. PowerSchool is not a proper tool to track student health issues. Superintendent Czapla emphasized that the nurses actively participate in a variety of tasks including but not limited to:

- treating students/staff
- counseling
- participating in PPT's and 504's
- providing health screenings for vision, hearing, and scoliosis
- processing sports physicals and permission forms
- training staff in the use of rescue medications (EpiPen), basic first aid, bloodborne pathogens, AED's, Heimlich maneuver, and diabetes education
- monitoring nutrition
- coordinating medical care with field trips
- completing State surveys

Health Service goals include establishing a breakfast program when the budget allows; research alternative lunch selections to include more healthful and health conscious choices for students and staff; and, implementing an age-appropriate, one-time educational program at SES to include proper hand washing technique and hygiene to begin next school year.

**10.2. Superintendent Update**

Superintendent Czapla discussed the worst-case scenario with the BOE regarding the State budget and how it could affect SPS and the town. Spending and hiring freezes are already in place. Contracts continue to be monitored and renegotiated. Students will see reduced clubs and activities, no

field trips; professional development has been affected; and, the larger maintenance issues are on hold. Superintendent Czapla was meeting with the BOF after the Board meeting to discuss the scenario. A special Board meeting may be reserved for 10/2/17.

Superintendent Czapla left the BOE meeting at 7:20 p.m. to attend the BOF meeting.

**11.0 COMMITTEE REPORTS**

Minutes will be taken at all subcommittee meetings.

11.1. Budget – As mentioned above under agenda item 10.2.

11.2. Curriculum – No report.

11.3. Policy – A. Kirkpatrick reported that the committee met prior to the evening's Board meeting. Four policies will be warned for the next Board meeting with another four policies after that. The next meeting will be held on 10/23/17 at 6 p.m.

11.4. Salary & Negotiations – Chairman Devlin reported that nurses' negotiations are close to ending. The administrators' negotiations will begin early October.

11.5. Planning – No report.

11.6. Other Committees – None.

**12.0 OTHER**

**13.0 ADJOURNMENT**

It was **MOVED** (M. Marquardt), **SECONDED** (K. McLellan) to adjourn the BOE meeting at 7:22 p.m. **PASSED 7-0.**

Respectfully submitted,

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

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

**SOMERS BOARD OF EDUCATION**

1 Vision Boulevard

Somers, CT 06071

[www.somers.k12.ct.us](http://www.somers.k12.ct.us)

**MINUTES OF THE SPECIAL MEETING – OCTOBER 2, 2017**

**Members Present:** B. Devlin, D. Palmer, R. Lees, Jr., J. Anderson, S. Moynihan Bollinger, A. Kirkpatrick, K. McLellan, B. Capuano

**Members Absent:** M. Marquardt

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

**Staff Present:** C. Gustafson, K. Jones

**Citizens Present:** B. Knorr, K. Devlin, R. Carey

**Students Present:**

**Others:**

**1.0 CALL TO ORDER**

The special meeting of the Board of Education was called to order at 6 p.m. by Chairman Devlin in the Somers High School auditorium.

**2.0 PLEDGE OF ALLEGIANCE**

**3.0 AUDIENCE TO CITIZENS/STAFF/STUDENTS**

- R. Carey of 8 Kibbe Grove Rd. spoke before the BOE and relayed his concern of government interfering with education.
- C. Gustafson (SHS World Language Teacher, Co-Chair NEASC) spoke before the BOE advocating for all employee positions and citing accolades from NEASC. She stated that the SPS progress has taken years to achieve with a well-articulated K-12 program as the result. She stated that teachers welcome the opportunity to work together to solve this problem.
- K. Jones (President of SEA) spoke before the BOE advocating for the teachers and wants to make sure all avenues are examined.

**4.0 ADMINISTRATIVE REPORTS**

**4.1. 2017 Potential Budget Reductions**

Superintendent Czapla discussed the potential budget reductions in the 2018 budget based on the State's budget crisis. He began by stating that this is not a problem that the town of Somers or BOE created but is due to a lack of approved budget in Hartford.

**Timeline:** Superintendent Czapla discussed the July-October timeline and reported that starting in July, SPS implemented a spending/hiring freeze. As there was no adopted State budget, the Governor's Executive Order went into effect 10/1/17 calling for significant reduction in municipal aid to Somers.

**Budget Breakdown:** Superintendent Czapla described an overview of the budget breakdown citing examples of discretionary vs. non-discretionary expenses. Expense cuts would begin with discretionary funding (maintenance, instructional resources, capital outlay, etc.).

**Potential Budget Cuts:** Items include pension, general maintenance, instructional supplies and resources, curriculum and professional development, capital outlay, and health insurance. Items need to be prioritized so as not to affect the students.

**Salary Savings:** A hiring freeze as well as negotiated concessions with bargaining units and early retirements have reduced costs; however, due to the magnitude of municipal aid staff layoffs are imminent.

**Next Steps:** Intent-to-layoff notices will be issued this week. Superintendent Czapla does not wish to wait until 11/1/17 so as to be respectful to the employees. Due to layoffs, some staff will have to be transferred. September and October bills and obligations will be monitored. The State budget process will be continuously monitored as well as constant contact with State Legislators. There will also be constant communication with the town.

Superintendent Czapla hopes to have a revised plan pending an adopted State budget for the BOE meeting on 10/23/17. He reiterated that this presentation is a worst-case scenario if the Governor governs by Executive Order.

**D. Palmer** thanked Superintendent Czapla for being proactive and transparent through this process.

**A. Kirkpatrick** mentioned the Superintendent's Blog on the school website where people in the community may email him. The blog site is also a means for the superintendent to update the community.

**S. Bollinger** asked the superintendent to elaborate on the 11/1/17 deadline date. Superintendent Czapla explained that he wanted the month of October to work on savings and hope for a potential budget to work with from the State. **S. Bollinger** thanked the superintendent for informing the community as well as thanked the audience for attending the meeting.

## **5.0 ADJOURNMENT**

It was **MOVED** (K. McLellan), **SECONDED** (J. Anderson) to adjourn the BOE meeting at 6:37 p.m. **PASSED 8-0.**

Respectfully submitted,

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


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

# Somers Board of Education General Budget Treasury Warrant

Report # 48199

Check Batch: 18203  
 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:** 10/4/17  
William B. Boutwell, Director of Business Services

18203	14182	10/10/2017	V01035	A W Gifford, Inc.	0.00	46.30
	14183	10/10/2017	V02129	Sonitrol New England	0.00	233.76
	14184	10/10/2017	E00003	Anderson, Barbara	0.00	37.99
	14185	10/10/2017	V60064	Angeloni Refrigeration, Inc.	0.00	1,162.90
	14186	10/10/2017	V60041	Anthem BCBS	0.00	168,139.25
	14187	10/10/2017	V60040	Anthem Life Insurance Company	0.00	2,271.00
	14188	10/10/2017	E00450	Bergamini, Lisa	0.00	27.29
	14189	10/10/2017	V00129	Carolina Biological Supply Co.	0.00	62.17
	14190	10/10/2017	V02198	The Connecticut Water Company	0.00	3,872.64
	14191	10/10/2017	V60534	Creative Teaching Press	0.00	9.98
	14192	10/10/2017	V00204	CREC	0.00	286.20
	14193	10/10/2017	V60709	DBS Financial Services LLC	0.00	2,576.47
	14194	10/10/2017	V00605	Electrical Wholesalers	0.00	45.25
	14195	10/10/2017	V00159	Eversource Energy	0.00	6,137.84
	14196	10/10/2017	V60968	Fletcher Sewer & Drain, Inc	0.00	140.00
	14197	10/10/2017	V02186	Flinn Scientific, Inc.	0.00	23.25
	14198	10/10/2017	V60951	Follett School Solutions, Inc	0.00	112.06
	14199	10/10/2017	V54081	Graduate Pest Solutions, Inc.	0.00	125.00
	14200	10/10/2017	V00511	Grainger	0.00	145.70
	14201	10/10/2017	V53439	Group Dynamic	0.00	27.75

# Somers Board of Education General Budget Treasury Warrant

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	14202	10/10/2017	V53525	H&H Service, LLC	0.00	684.00
	14203	10/10/2017	V00891	Houghton Mifflin Harcourt Publishing Co.	0.00	72.75
	14204	10/10/2017	V52848	Intensive Education Academy, Inc.	0.00	23,493.50
	14205	10/10/2017	V02625	K & S Distributors	0.00	576.36
	14206	10/10/2017	V51340	Life Safety Service & Supply LLC	0.00	1,296.00
	14207	10/10/2017	V60053	Microbac Laboratories, Inc	0.00	170.16
	14208	10/10/2017	V01013	NASCO Fort Atkinson	0.00	80.71
	14209	10/10/2017	V61135	National Association for Music Education	0.00	264.00
	14210	10/10/2017	E00801	Neysen, Mary	0.00	220.33
	14211	10/10/2017	V60983	OMNI Group, The	0.00	30.00
	14212	10/10/2017	V60568	Pediatric Services of America Inc	0.00	4,368.00
	14213	10/10/2017	V60864	Pullman & Comley, LLC	0.00	6,450.00
	14214	10/10/2017	V51134	Richco Products, Inc.	0.00	72.23
	14215	10/10/2017	V00615	Scholastic	0.00	909.33
	14216	10/10/2017	V60940	Sid Harvey Industries, Inc	0.00	165.68
	14217	10/10/2017	V01485	Social Studies School Services	0.00	72.74
	14218	10/10/2017	V00886	Somers Lunch Program	0.00	4.95
	14219	10/10/2017	V00548	Somers Sanitation Service, Inc.	0.00	1,189.70
	14220	10/10/2017	V01591	Town of Somers	0.00	7,068.83
	14221	10/10/2017	V60356	TPC Associates, Inc	0.00	410.00
	14222	10/10/2017	M53099	Tull Brothers, Inc.	0.00	490.00
	14223	10/10/2017	V60869	Twin State Turf Farm, Inc	0.00	3,070.00
	14224	10/10/2017	V53987	U.S. Bank Equipment Finance, Inc	0.00	2,150.80
	14225	10/10/2017	V02758	University of Saint Joseph	0.00	5,965.00
	14226	10/10/2017	V54059	Verizon Wireless	0.00	632.77
<b>Totals:</b>					0.00	\$245,390.64

45 Checks Listed.

# Somers Board of Education General Journal Register

Report # 48198  
Batch: 18178  
Transaction: N/A  
Show Summary Only: Yes

<b>Batch #</b>	<b>Control Total</b>	<b>Status</b>	<b>Created By</b>	<b>Created On</b>	<b>Last Updated By</b>	<b>Last Updated On</b>
18178	\$245,390.64	Posted	Lbergamini	10/03/2017	Lbergamini	10/04/2017

<b>General Ledger Distribution Summary</b>						
Period, Fiscal Year	Account Number	Account Description	DTF Base	Over Budget	Debits	Credits
<b>October, 2018</b>						
<b>Generated Distributions</b>						
	10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			244,704.51	0.00
	10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	244,704.51
		<b>Total Generated Distributions</b>			<b>\$244,704.51</b>	<b>\$244,704.51</b>
<b>User-Entered Distributions</b>						
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	245,390.64
	10-100-2-2-14-242-611-01-5-00799	K-5 - SECOND GRADE SUPPLIES			9.98	0.00
	10-100-2-2-18-242-611-01-5-00187	K-5 - MATH SUPPLIES			80.71	0.00
	10-100-2-3-16-242-611-01-5-00184	MA - LANGUAGE ARTS SUPPLIES			648.35	0.00
	10-100-2-3-30-242-611-01-5-00210	MA - SOCIAL STUDIES SUPPLIES			72.74	0.00
	10-100-2-4-26-242-611-01-5-01070	HS - ENGLISH SUPPLIES			72.75	0.00
	10-100-2-4-28-242-611-01-5-00206	HS - SCIENCE SUPPLIES			85.42	0.00
	10-100-2-4-48-242-611-01-5-00721	HS - HEALTH ED SUPPLIES			260.98	0.00
	10-120-9-9-98-955-330-02-5-01674	SP ED - CONTRACTED SERVICES			4,368.00	0.00
	10-221-1-2-50-251-580-05-5-00259	K-5 - TRAVEL/IN-SERVICE			37.99	0.00
	10-221-1-4-50-251-580-05-5-00267	HS - TRAVEL/IN-SERVICE			220.33	0.00
	10-222-2-2-52-231-642-03-5-00136	K-5 - LIBRARY BOOKS			112.06	0.00
	10-231-1-5-74-134-330-10-5-00045	B.O.E. - OTHER PROF. SERVICES			6,480.00	0.00
	10-231-1-5-74-134-690-10-5-00047	B.O.E. - SUPPLIES			4.95	0.00
	10-232-1-5-50-137-810-05-5-00057	CO - INSTITUTIONAL DUES			286.20	0.00
	10-232-1-5-72-251-580-05-5-00271	CO - TRAVEL/IN-SERVICE			27.29	0.00
	10-232-6-5-66-830-440-04-5-00525	CO - COPIER RENTAL			537.70	0.00
	10-240-1-3-50-137-810-05-5-00055	MA - INSTITUTIONAL DUES			264.00	0.00
	10-240-6-2-66-830-440-04-5-00523	K-5 - COPIER RENTAL			537.70	0.00
	10-240-6-3-66-830-440-03-5-00527	MA - COPIER RENTAL			537.70	0.00
	10-240-6-4-66-830-440-04-5-00763	HS - COPIER RENTAL			537.70	0.00
	10-260-1-5-64-642-530-04-5-01217	SW - COMMUNICATION SUPPLIES			233.76	0.00
	10-260-5-2-62-722-430-08-5-01141	K-5 BUILDING REPAIRS			962.00	0.00
	10-260-5-2-64-642-530-04-5-00363	K-5 - TELEPHONE			102.14	0.00
	10-260-5-3-64-642-530-04-5-00365	MA - TELEPHONE			112.14	0.00
	10-260-5-4-64-642-530-04-5-00366	HS - TELEPHONE			103.13	0.00

## Somers Board of Education General Journal Register

Report # 48198

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
18178	\$245,390.64	Posted	Lbergamini	10/03/2017	Lbergamini	10/04/2017
10-260-5-5-64-642-530-04-5-00367		CO - TELEPHONE		Yes	315.36	0.00
10-260-5-6-62-650-613-05-5-00377		SW - CUSTODIAL SUPPLIES			672.42	0.00
10-260-5-6-62-722-430-08-5-00430		MA - BUILDING MAINTENANCE			2,684.30	0.00
10-260-5-6-62-722-430-08-5-00439		HS - BUILDING MAINTENANCE			741.16	0.00
10-260-5-6-62-722-430-08-5-00440		SW - EQUIPMENT REPAIR			82.99	0.00
10-260-5-6-62-722-430-08-5-00442		SW - GROUNDS KEEP			3,070.00	0.00
10-260-5-6-62-722-430-08-5-00444		SW - RUBBISH REMOVAL		Yes	1,189.70	0.00
10-260-5-6-62-722-430-08-5-00447		SW - GENERAL REPAIR			46.30	0.00
10-260-5-6-62-722-430-08-5-00801		SW - EXTERMINATING			125.00	0.00
10-260-5-6-62-722-430-08-5-00885		SW - ELECTRICAL SUPPLIES			45.25	0.00
10-260-5-6-64-641-620-05-5-00358		K-5 - ELECTRICITY			5,093.14	0.00
10-260-5-6-64-641-620-05-5-00360		MA - ELECTRICITY			3,621.17	0.00
10-260-5-6-64-722-690-05-5-00373		SW - WATER			3,872.64	0.00
10-260-6-5-62-722-430-04-5-00452		SW - MAINTENANCE CONTRACTS			170.16	0.00
10-270-4-5-84-521-627-12-5-00327		BUS FUEL			6,828.87	0.00
10-279-4-5-84-722-627-12-5-00341		SW - GASOLINE SCHOOL VEHICLES			239.96	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			2,271.00	0.00
10-280-6-5-82-820-200-13-5-01228		SW - HEALTH SAVINGS ACCOUNT			168,139.25	0.00
10-613-9-9-88-955-561-14-5-00673		SP ED - TUITION			29,458.50	0.00
Total User-Entered Distributions					<u>\$245,390.64</u>	<u>\$245,390.64</u>
Total for October, 2018					<u>\$490,095.15</u>	<u>\$490,095.15</u>
<b>Grand Total for Batch # 18178</b>					<u><b>\$490,095.15</b></u>	<u><b>\$490,095.15</b></u>

138 Transactions Listed.

9-28-17

Superintendent Brian Zapla,

It is my intention  
to retire in December. Having the 29 of  
December as my last working day.

John Zywonkus



October 4, 2017

Mr. Brian Czapla  
Superintendent of Schools  
Somers Public Schools  
1 Vision Blvd.  
Somers, CT 06071

Dear Mr. Czapla:

This letter will serve as my formal resignation from Somers High School. My last day at Somers High will be October 19<sup>th</sup>. It has been a pleasure to work with such a dedicated and talented faculty over the past 14 years. I am starting a new chapter in my life, pursuing a career I left years ago. I look forward to this new challenge and will miss my SHS family.

Sincerely,

A handwritten signature in cursive script that reads "Pamela Blauvelt".

Pamela Blauvelt

cc: Mr. Gary Cotzin, Principal

**Students** *(one sentence deleted; 3 additional legal references)*

### **Attendance/Excuses/Dismissal**

#### **Attendance**

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of "in attendance" shall be considered absent.

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

#### **Definitions (related to chronic absenteeism)**

**Chronically absent child:** An enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

**Absence:** An excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education. ~~or an in-school suspension that is greater than or equal to one half of a school day~~ pursuant to C.G.S. 10-198b.

**District chronic absenteeism rate:** The total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year.

**School chronic absenteeism rate:** The total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

A student's absence from school shall be considered "excused" if written documentation of the reason for such absence has been submitted within ten (10) school days of the student's return to school and meets the following criteria:

- A. For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials.
  
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
  - 1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
  - 2. Student's observance of a religious holiday;
  - 3. Death in the student's family or other emergency beyond the control of the student's family;
  - 4. Mandated court appearances (documentation required);
  - 5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
  - 6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.
  
- C. A student's absence from school shall be considered unexcused unless:
  - 1. The absence meets the definition of an excused absence and meets the documentation requirements; or
  - 2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

When the school in which a child is enrolled receives no notification from a parent or other person having control of the child is aware of the child's absence, a reasonable effort shall be made by school personnel or volunteers under the direction of school personnel to notify by telephone and by mail such parent or other person having control of the child.

#### **~~Attendance/Excuses/Dismissal~~**

Responsibility for completion of missed classwork lies with the student, not the teacher. Unless a student has an extended illness, all make-up work will be completed in

the same number of days they were absent. With extended illness, with medical documentation, a makeup schedule will be developed with teachers and parent(s) approved by the administration.

### **Excused Absences for Children of Service Members**

An enrolled student, age five to eighteen, inclusive, whose parent or legal guardian is an active duty member of the armed forces, as defined in section [27-103](#), and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten days of excused absences in any school year and, at the discretion of the Board of Education, additional excused absences to visit such child's parent or legal guardian with respect to such leave or deployment of the parent or legal guardian. In the case of such excused absences such child and parent or legal guardian shall be responsible to obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by such child prior to his or her return to school from such period of excused absence.

### **Chronic Absenteeism**

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

1. A team for the District must be established when the District chronic absenteeism rate is 10 percent or higher.
2. A team for the school must be established when the school chronic absenteeism rate is 15 percent or higher.
3. A team for either the District or each school must be established when (a) more than one school in the District has a school chronic absenteeism rate of 15 percent or higher or (b) a District has a District chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 15 percent or higher.

The membership of attendance review teams may consist of school administrators, guidance counselors, school social workers, teachers, chronically absent children, parents or guardians of chronically absent children, and representatives from community-based programs who address issues related to student attendance by providing programs and services to truants.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations

for such truants and chronically absent children and their parents or guardians. Each established attendance review team shall meet at least monthly.

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education when it becomes available.

The District shall annually include in information for the strategic school profile report for each school and the District that is submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.

The Principal or his/her designee of any elementary or middle school located in a town/city designated as an alliance district may refer to the children's truancy clinic established by the Probate Court serving the town/city, a parent/guardian with a child defined as a truant or who is at risk of becoming a truant. (An attendance officer or a police officer shall deliver the citation and summons and a copy of the referral to the parent/guardian.)

(cf. 5142 - Student Safety)

(cf. [5113.2](#) - Truancy)

(cf. 6113 - Released Time)

Legal Reference Connecticut General Statutes

[10-220\(c\)](#) Duties of boards of education (as amended by PA 15-225)

[10-184](#) Duties of parents (as amended by PA 98-243 and PA 00-157)

[10-185](#) Penalty

[10-198a](#) Policies and procedures concerning truants (as amended by PA11-136, An Act Concerning Minor Revisions to the Education Statutes and PA 14-198, An Act Concerning Excused Absences from School for Children of Service Members, and PA 16-147, An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight Committee)

[10-198b](#) State Board of Education to define “excused absence,” “unexcused absence,” and “disciplinary absence”

[10-198c](#) Attendance review teams

[10-198d](#) Chronic absenteeism (as amended by PA 17-14)

[45a-8c](#) Truancy clinic. Administration. Policies and procedures. Report.  
(as amended by PA 15-225)

~~PA 15-225 An Act Concerning Chronic Absenteeism~~

[10-199](#) through [10-202](#) Attendance, truancy - in general

[PA 17-14 An Act Implementing the Recommendations of the  
Department of Education](#)

Action taken by State Board of Education on January 2, 2008, to define  
"attendance." Revised

Action taken by State Board of Education on June 27, 2012, to define  
"excused" and "unexcused" absences.

**Adopted: March 10, 1986**

**Revised: July 11, 1988**

**Revised: September 13, 1993**

**June 28, 1999**

**July 9, 2009**

**September 9, 2013**

**March 9, 2015**

**November 9, 2015**

**February 13, 2017**

## **Personnel -- Certified/Non-Certified**

### **Employment/Reference Checks**

The Board of Education (Board) believes that it is critical that references on an application be checked prior to an offer of employment. Also, in order to create a safe and orderly environment for students, all offers of employment will be conditional upon the successful outcome of a criminal record check. In addition, any person applying for employment with the Board shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired.

### **Requirements for Applicants**

The Superintendent of Schools shall not offer employment to an applicant for a position, including any position which is contracted for, if such applicant would have direct student contact, prior to the Board requiring of such applicant to provide:

1. Contact information for current and former employers if they were education employers or the employment otherwise involved contact with children. The contact information must include the name, address and telephone number of each current or former employer.
2. Written authorization that consents to and authorizes such former employers to disclose information and related records about him or her that is requested on the State Department of Education (SDE) designated standardized form that interviewing employers send. The authorization also must consent to and authorize SDE to disclose information and related records to the District upon request and release such former employees and the SDE from any liability that may arise as a result of such disclosure or release.

**“Former employer” means any person, firm, business, educational institution, nonprofit agency, corporation, limited liability company, the state, any political subdivision of the state, any governmental agency, or any other entity that such applicant was employed by during any of the previous twenty (20) years prior to applying for a position with the Board of Education, governing council of a state or local charter school or inter-district magnet school operator.**

3. To provide a written statement of whether he or she:
  - a. was the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated;
  - b. was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by the Department of Children and Families (DCF), or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated by DCF of abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct; or
  - c. has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered one while an allegation of abuse or neglect was pending or under investigation by DCF, or an investigation of sexual misconduct was pending or under investigation, or because an allegation substantiated by DCF of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct.

### **Reference Checking Procedures**

The District shall conduct a review of the applicant's employment history by contacting those employers listed in the required information provided by the applicant. Such review shall be conducted using the SDE form that requests:

1. the dates of employment of the applicant;
2. a statement as to whether the employer has knowledge that the applicant was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency or municipal police department or which has been substantiated; was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct; or has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct.

Such review may be conducted by telephone or through written communication, not later than five business days after any such current or former employer of the applicant receives a request for such information, and responds with such information. The Board

may request more information concerning any response made by a current or former employer. Such employer shall respond not later than five business days after receiving such request; and

The District shall also request information from SDE concerning:

1. the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit;
2. whether SDE has knowledge that a finding has been substantiated by the Department of Children and Families of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding;
3. whether SDE has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.

The Superintendent of Schools shall notify SDE if it receives information that an applicant for a position with the District or a current employee has been disciplined for a finding of abuse or neglect or sexual misconduct.

The Superintendent of Schools will not employ an applicant for a position involving direct student contact who does not comply with the provisions of this policy.

### **Temporary Hires**

The Board may employ or contract with an applicant on a temporary basis for a period not to exceed ninety days, pending the Board's review of the required and submitted applicant information provided:

1. The applicant has submitted to the District the three required disclosures;
2. The Board, has no knowledge of information pertaining to the applicant that would disqualify him/her from employment; and
3. The applicant affirms that he or she is not disqualified from employment with the Board.

### **Employment Agreements**

The Board shall not enter into any collective bargaining agreement, employment contract, resignation or termination agreement, severance agreement or any other contract or agreement or take any action that:

1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;

2. Affects the ability of the local or regional Board of Education, council or operator to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or
3. Requires the Board, to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the Board, unless after investigation such allegation is dismissed or found to be false.

### **Substitute Teachers**

The Superintendent of Schools or his designee shall only hire applicants for substitute teaching positions who comply with this policy and who fulfill the disclosure requirements and after requesting information from the applicant's prior employers and SDE. The Board shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The Board shall hire only substitutes who are on such list.

Approved substitutes shall remain on such list as long as he or she is continuously employed by the Board as a substitute teacher, provided the Board does not have any knowledge of a reason that such person should be removed from the list.

### **Contractors and Their Employees**

In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to the contractor all information required of any applicant for a position in the district as previously described in this policy. The contractor shall contact any current or former employer of such employee that was a Board of Education, council or operator or if such employment caused the employee to have contact with children, and request, either by telephone or through written communication, any information concerning whether there was a finding of abuse or neglect or sexual misconduct against such employee.

Such employer shall report to the contractor any such finding, either by telephone or through written communication. If the contractor receives any information indicating such a finding or otherwise has knowledge of such a finding, the contractor shall, immediately forward such information to the Board of Education with which the contractor is under contract, either by telephone or through written communication.

Any Board of Education that receives such information shall determine whether such employee may work in a position involving direct student contact at any school under the Board's jurisdiction. No determination by a Board of Education that any such employee shall not work under any such contract in any such position shall constitute a breach of such contract.

### **Falsification of Records/Information**

Any applicant who knowingly provides false information or knowingly fails to disclose information required by this policy in compliance with applicable statutes shall be subject to discipline by the Board. Such discipline may include denial of employment, or termination of the contract of a certified employee.

It is understood that any employer and SDE who provide information to the Board and in accordance with this policy shall be immune from criminal and civil liability, provided the employer or SDE did not knowingly supply false information.

### **Communication**

The District, as required, shall communicate with other education employers and also between an education employer and SDE, about findings of abuse or sexual misconduct by applicants or employees. The Board will notify SDE when it receives information that applicants or employees have been disciplined for a finding of abuse or sexual misconduct. In addition, the Board will provide, upon request, to any other education employer or to the Commissioner of Education, information it may have about a finding of abuse or sexual misconduct for someone being vetted for hire as a direct employee of an education employer or a contractor's employee.

### **Definitions**

**"Sexual misconduct"** means any verbal, nonverbal, written or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature and any other sexual, indecent or erotic contact with a student;

**"Abuse of a child or youth"** is defined as (a) inflicting physical injury or non-accidental injuries; (b) inflicting injuries that do not match the story associated with their origin; or (c) maltreatment, including malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment, or cruel punishment; and

**"Neglect of a child or youth"** is defined as (a) abandonment; (b) denial of proper care and attention physically, educationally, emotionally, or morally; or (c) allowing the child to live under conditions, circumstances, or associations injurious to the child's well-being.

**"Abuse and neglect"** also includes sexual assault as defined in the statutes. (C.G.S. [46b-120](#), and includes any violation of section [53a-70](#), [53a-70a](#), [53a-71](#), [53a-72a](#), [53a-72b](#) or [53a-73a](#)).

“Former employer” means any person, firm, business, educational institution, nonprofit agency, corporation, limited liability company, the state, any political subdivision of the state, any governmental agency, or any other entity that such applicant was employed by during any of the previous twenty (20) years prior to applying for a position with the Board of Education, governing council of a state or local charter school or inter-district magnet school operator.

## **Offer of Employment**

Prior to offering employment to an applicant, the Superintendent of Schools shall make a documented good faith effort to contact each current and any former employer that was a Board of Education, council or operator or if such employment otherwise caused the applicant to have contact with children of the applicant in order to obtain information and recommendations which may be relevant to the applicant's fitness for employment, provided such effort shall not be construed to require more than three telephone requests made on three separate days.

The Board shall not offer employment to any applicant who had any previous employment contract terminated by a Board, council or operator or who resigned from such employment, if such person has been convicted of abuse or neglect or sexual misconduct.

(cf. [4112.5](#) - Security Check/Fingerprinting)

(cf. [4121](#) - Substitute Teachers)

Legal References: Connecticut General Statutes

[1](#)-200 through [1](#)-241 of the Freedom of Information Act.

[5](#)-193 through [5](#)-269 -State Personnel Act

[10](#)-151c Records of teacher performance and evaluation not public records.

[10](#)-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissal. (as amended by PA 16-67) and [PA 17-220](#)

[10](#)-222c Hiring policy. (as amended by PA 16-67)

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.

PA 16-67 An Act Concerning the Disclosure of Certain  
Educational Personnel Records **and PA 17-220**

**Adopted: October 27, 2008**

**Revised: February 13, 2017**

## **STUDENTS**

### Student Records; Confidentiality

Educational records will be kept for each student and will reflect the physical, emotional, social and academic aspects of a student's development in the educational process.

The Board of Education recognizes the legal requirements to maintain the confidentiality of student records. The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA, as amended and its implementing regulations, and the Connecticut General Statutes.

Safeguards shall be established by the school administration to protect the student and the student's family from invasion of privacy in the collection, maintenance and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto.

For the purposes of this policy:

*“Parent”* means a natural parent, an adopted parent, or legal guardian. If parents are divorced or legally separated the parent granted custody and the parent not granted custody of a minor child both have the right of access to the academic, medical, hospital, or other health records of the child, unless a court order prohibits access. Whenever a student has attained the age of 18 years or is attending an institution of post-secondary education, the permission or consent required of, and the rights accorded to, the parents or guardians of the student shall thereafter only be required of, and accorded to, the pupil. A parent who is incarcerated is also entitled to knowledge of and access to all educational, medical or similar records maintained in the cumulative record of any minor student of such incarcerated parent except in situations (1) where such information is considered privileged as defined in C.G.S. 10-154a, (2) such incarcerated parent has been convicted of sexual assault, or aggravated sexual assault, or (3) such incarcerated parent is prohibited pursuant to a court order.

**“Student”** means an individual who is or has been “in attendance” in person at an educational agency or institution for whom education records are maintained. It also includes those situations in which students “attend” classes but are not physically present, including attendance by videoconference, satellite, Internet, or other electronic information and telecommunication technologies.

*“Student Record”* means any item of information directly related to an identifiable pupil, other than directory information, which is maintained by a school district or required to be maintained by an employee in the performance of his/her duties whether recorded in handwriting, print, computer media, video or audiotapes, film, microfilm, microfiche or other means. Student records include information relative to an individual student gathered within or without the school system and maintained within the school system, regardless of the physical form in which it is maintained. Any information maintained for the purpose of a review by a second party is considered a pupil record. Records that pertain to an individual’s previous attendance as a student are “education records” under FERPA regardless of when they were created or received within the school system. A student record shall not include informal notes related to a student compiled by a school officer or employee which remain in the sole possession of the maker and are not accessible or revealed to any other person except a substitute. Records of the law enforcement unit of the District or school are not considered student records.

*“Substitute”* means a person who performs the duties of the individual who made the notes on a temporary basis, and does not refer to a person who permanently succeeds the maker of the notes in his or her position.

*“School Official”* means a person employed by the District as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel.

**“Authorized Representative”** means any entity or individual designated by a state or local educational authority or an agency headed by an official listed in §99.31(a)(3) to conduct with respect to Federal or State-supported education programs, any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to these programs.

**“Education Program”** means any program that is principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education and adult education, and any program that is administered by an educational agency or institution.

**“Early Childhood Education Program”** means a Head Start program, a state licensed or regulated child care program, or a program that serves children from birth through age six that addresses the children’s cognitive, social, emotional and physical development and is a (i) state prekindergarten program; (ii) a program authorized under the Individuals with Disabilities Education Act; or (iii) is a program operated by a local educational agency.

**“Directory Information”** means information contained in a student’s education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, one or more of the following items: parent’s name and/or e-mail address, student’s name, address, telephone number, date

and place of birth, major field(s) of study, participation in officially recognized activities and sports, photographic, computer and/or video images, grade levels, electronic mail address, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student.

A student's social security number or student ID number is prohibited from designation as directory information. However, student ID numbers and other electronic personal identifiers used to access or communicate in electronic systems may be disclosed only if the identifier is not used by itself to authenticate identity and cannot be used to gain access to education records.

A student's ID number or other unique personal identifier that is displayed on a student ID badge is considered directory information, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

The Superintendent shall be responsible for ensuring that all requirements under federal and state statutes shall be carried out by the District:

1. Informing parents of their rights annually.
2. Permitting parents to inspect and review educational records, including at least, a statement of the procedure to be followed by a parent or an eligible student who requests to inspect and review the educational records, with an understanding that the procedure may not deny access to educational records; a description of the circumstances in which the district feels it has a legitimate cause to deny a request for a copy of such records; a schedule of fees for copies; and a listing of the types and locations of education records maintained by the school and the titles and addresses of school officials responsible for those records.
3. Not disclosing personally identifiable information from a student's educational records without the prior written consent of the student's parent, except as otherwise permitted by administrative regulations; including at least a statement of whether the school will disclose personally identifiable information from the records to other school officials within the school who have been determined by the school to have legitimate educational interests, and, if so, a specification of the criteria for determining which parties are "school officials" and what the school considers to be a "legitimate educational interest" and a specification of the personally identifiable information to be designated as directory information.
4. Maintaining the record of disclosures of personally identifiable information from a student's education records and permitting a parent to inspect that record.

5. Providing a parent with an opportunity to seek the correction of the student's education records through a request to amend the records or a hearing, and permitting the parent or an eligible student to place a statement in the education records of the student.
6. Guaranteeing access to student records to authorized persons within five days following the date of request.
7. Assuring security of pupil records.
8. Enumerating and describing the pupil records maintained by the District.
9. Annually informing parents under what conditions that their prior consent is not required to disclose information.
10. Ensuring the orderly retention and disposition, per applicable state statutes, of the District's student records.
11. Notifying parents of secondary school students that it is required to release the student's name address and telephone listing to military recruiters and institutions of higher learning upon request. Parents or eligible students may request that the District not release this information, and the District will comply with the request.
12. Notifying parents annually of the District's policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.

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 [\(as amended by PA 17-68, Section 4\)](#)

[10-154a](#) Professional communications between teacher or nurse & student.

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

[10-221b](#) Boards of education to establish written uniform policy re: treatment of recruiters.

[11-8a](#) Retention, destruction and transfer of documents

[11-8b](#) Transfer or disposal of public records. State Library Board to adopt regulations.

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

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

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

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

USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C. §2332b(g)(5)(B) and 2331

PL 107-110 “No Child Left Behind Act of 2001” Sections 5208 and

9528

**Adopted: May 27, 1980**

**Revised: April 12, 1982**

**Revised: July 13, 2009**

**Revised: June 25, 2012**

**Revised: August 28, 2017**

## DBS CODE 5113.2

### STUDENTS (mandated changes....)

#### Elementary and Secondary - Attendance:

Regular student attendance in school is essential to the educational process. Responsibility for assuring that students attend school rests by statute with the student's parent or other person having control of the child.

The district's policy on student truancy shall stress early prevention and inquiry leading to remediation of absences rather than imposition of punitive measures for students. Referral to legal authorities normally shall be made only when local resources are exhausted. For purposes of implementing this policy and for reporting purposes regarding truancy, the District will utilize the State Board of Education approved definitions of "excused," "unexcused," and "disciplinary" absences.

"Truant" shall mean a student age five to eighteen, inclusive, who has four unexcused absences in any one month, or ten unexcused absences in one school year.

"In attendance" shall mean a student if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

"Chronically absent child" is an enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

Absence" means an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education ~~or an in-school suspension that is greater than or equal to one-half of a school day.~~ [pursuant to C.G.S. 10-198b.](#)

"District chronic absenteeism rate" means the total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year.

"School chronic absenteeism rate" means the total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

#### Remediation of Truancy

School personnel shall seek cooperation from parents or other persons having control of such child and assist them in remedying and preventing truancy. The Somers Board of Education, through its superintendent, will adopt and maintain procedures to:

1. Notify parents annually of their obligations under the attendance policy.
2. Obtain telephone numbers for emergency record cards or other means of contacting parents or other persons having control of the child during the school day.
3. Establish a system to monitor student attendance.
4. Make a reasonable effort by telephone and by mail to notify parents or other persons having control of the child, enrolled in grades one through eight, inclusive, when a child does not arrive at school and there has been no previously approval or other indication, which indicates parents are aware of the absence. *(Note: Persons who in good faith give or fail to give notice pursuant to this section shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.)*
5. Identify a student as "truant" when the student accumulates four unexcused absences in any month or ten in a school year.
6. Identify a student as "chronically absent" when the student accumulates a total number of absences at any time during a school year that is equal to or greater than ten percent of the total number of days that such student has been enrolled at the school during the school year.
7. Appropriate school staff meet with parents of a child identified as truant or chronically absent to review and evaluate the situation, within ten days of such designation. Such meeting may involve the school or District Attendance Team.
8. When a petition is filed, an educational evaluation of the truant student shall be done by appropriate school personnel if no such evaluation has been performed within the preceding year.
9. Provide coordination of services and refer "truants" to community agencies, which provide family services.

### **Chronic Absenteeism**

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

1. A District team must be established when the District's chronic absenteeism rate is 10 percent or higher.
2. A school team must be established when the school chronic absenteeism rate is 15 percent or higher.
3. A team for either the District or each school must be established when (a) more than one school in the District has a school chronic absenteeism rate of 15 percent or higher or (b) a District has a District chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 15 percent or higher.

The membership of attendance review teams may consist of school administrators, guidance counselors, school social workers, teachers, chronically absent children, parents or guardians of chronically absent children, and representatives from community-based programs who address issues related to student attendance by providing programs and services to truants.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education when it becomes available.

The District shall annually include in information for the strategic school profile report for each school and the District that submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.

The Principal or his/her designee of any elementary or middle school located in a town/city designated as an alliance district may refer to the children's truancy clinic established by the Probate Court serving the town/city, a parent/guardian with a child defined as a truant or who is at risk of becoming a truant. (An attendance officer or a police officer shall deliver the citation and summons and a copy of the referral to the parent/guardian.)

Legal Reference: Connecticut General Statutes

[10](#) 184 Duties of parents. (as amended by PA 98-243 and PA 00-157)

[10](#)-198a Policies and procedures concerning truants (as amended by PA 00-157) and P.A. 11-136 and PA 16-147

10-198b State Board of Education to define “excused absence”,  
“unexcused absence”, and “disciplinary absences”

10-198c Attendance review teams (as amended by PA 17-14

10-198d Chronic absenteeism

10 199 through 10 202 Attendance, truancy in general. (Revised, 1995,  
PA 95-304)

45a-8c Truancy clinic. Administration. Policies and procedures. Report.  
(as amended by PA 15-225)

10-220(c) Duties of boards of education (as amended by PA 15-225)

10 202e f Policy on dropout prevention and grant program.

10 221(b) Board of education to prescribe rules. Campbell v New  
Milford, 193 Conn 93 (1984).

Action taken by the State Board of Education on January 2, 2008, to  
define "attendance."

Action taken by the State Board of Education on June 27, 2012, to  
define "excused and "unexcused" absences.

~~PA 15-225 An Act Concerning Chronic Absenteeism.~~

Cross Reference: DBS CODE: [5113](#)

**Adopted: July 1, 1991**

**Revised: June 8, 2009**

**January 11, 2016**

**January 9, 2017**



# Somers Board of Education Administrative Report

Title of Report: 2018 Board of Education Meeting Dates

Board Meeting Date: September 25, 2017

Action       Report       Information       Discussion

Submitted by: Brian P. Czapla, Superintendent

### ***Executive Summary***

Proposed Board of Education meeting dates for 2018.

### ***Report***

#### 2018 Somers Board of Education Meeting Dates

Monday, January 8	Monday, July 9
Monday, January 22	Monday, August 27
Monday, February 12	Monday, September 10
Monday, February 26	Monday, September 24
Monday, March 12	Monday, October 15
Monday, March 26	Monday, October 29
Monday, April 23	Monday, November 12
Monday, May 14	Monday, November 26
Tuesday, May 29	Monday, December 10
Monday, June 11	
Monday, June 25	



**Somers Board of Education  
Administrative Report**

Title of Report: Senior Exit Survey

Board Meeting Date: October 10, 2017

Action

Report

Information

Discussion

Submitted by: Gary M. Cotzin

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***Executive Summary***

Attached is the annual Senior Exit Survey from June 2017. I have also included comparative data from the class of 2015 and 2016. We continue to use this information in order to assist us in making some informed decisions moving forward. The overall direction is very positive.

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***Report***

Analyzing the data over the past three years has shown great improvement in a variety of areas:

Teachers treating students with respect (Q8)

Clear set of rules for students (Q9)

Decrease in bullying "Mean Behavior" (Q12)

Decrease in perception of drug use (non alcohol) (Q10)

Satisfied with education being offered at SHS (Q16)

Decrease in dishonest academic behavior (Q13)

Library Media Center Services (all areas have shown improvement) (Q24)

No particular movement was noted in any other area except finding the work challenging which saw a drop from 86% agreement in 2015 to 79% agreement in 2017. (Q19)



		A			B	C	D	E	F	G
		Senior Exit Survey 2017					2016		2015	
1										
2										
3	Did any of the following interfere with your high school education? 5-Always 4-Often 3-Sometimes 2-									
4	Average Rank									
5										
6	Poor study habits	2.6				2.5		2.7		
7	Job outside of school	2.3				2.3		2.5		
8	Classes poorly taught	2.6				3		2.7		
9	Family obligations	2.3				2.3		2.7		
10	Boyfriend/Girlfriend	1.6				1.7		1.8		
11	Peer problems	1.7				1.9		1.8		
12	I do not feel like a member of the school community	1.6				1.7		1.7		
13	Frequent absences	1.7				1.8		1.8		
14	Peer pressure	1.4				1.4		1.4		
15	School does not offer courses that I want	2.1				2.3		2.2		
16	Do not fit into any peer group	1.5				1.6		1.6		
17	No place to study at home	1.4				1.5		1.6		
18	Worried about my safety at school	1.4				1.4		1.4		
19	Could not find time for extra help	1.6				1.8		1.7		
20	Disruptive behavior in classes	1.9				1.9		1.9		
21	Family problems	1.8				1.9		2		
22	Courses are too difficult	1.7				2		1.9		
23	Parents do not care how I do in school	1.4				1.4		1.5		
24	Time spent watching TV, games, phones, etc...	2.3				2.3		2.4		
25	Lack of personal motivation	2.6				2.4		2.5		
26	Sports/school sponsored extracurricular activities	2.4				2.4		2.3		
27	Do not have a computer at home	1.4				1.3		1.4		
28	Do not have Internet access at home	1.3				1.3		1.4		
29	TOTAL RESPONDED: 97 view details					113		118		
30										
31	Was your participation in school sponsored extracurricular activities (sports, clubs, etc.) an important part of your high school experience?									
32	Yes	77.3%	(75)			74.30%	84	77.10%	91	
33	No	22.7%	(22)			25.70%	29	22.90%	27	
34	TOTAL RESPONDED	100%	(97) view details			100%	113	100%	118	
35										
36	I felt safe in the school building.									
37	Strongly Agree	48.5%	(47)			49.60%	56	39.80%	47	
38	Agree	48.5%	(47)			45.10%	51	55.90%	66	
39	Disagree	2.1%	(2)			3.50%	4	2.50%	3	

	A	B	C	D	E	F	G
40	Strongly Disagree	1%	(1)	1.80%	2	1.70%	2
41	<b>TOTAL RESPONDED</b>	100%	(97) view details	100%	113	100%	118
42							
43	<b>I felt that students respected each other.</b>						
44	Strongly Agree	11.3%	(11)	8.80%	10	9.30%	11
45	Agree	67%	(65)	62.80%	71	57.60%	68
46	Disagree	17.5%	(17)	21.20%	24	27.10%	32
47	Strongly Disagree	4.1%	(4)	7.10%	8	5.90%	7
48	<b>TOTAL RESPONDED</b>	100%	(97) view details	100%	113	100%	118
49							
50	<b>I was treated with respect and understanding by my teachers.</b>						
51	Strongly Agree	39.2%	(38)	27.40%	31	20.30%	24
52	Agree	54.6%	(53)	57.50%	65	72.90%	86
53	Disagree	3.1%	(3)	13.30%	15	3.40%	4
54	Strongly Disagree	3.1%	(3)	1.80%	2	3.40%	4
55	<b>TOTAL RESPONDED</b>	100%	(97) view details	100%	113	100%	118
56							
57	<b>There was a clear set of rules for students at my high school.</b>						
58	Strongly Agree	34%	(33)	26.50%	30	14.40%	17
59	Agree	60.8%	(59)	50.40%	57	66.90%	79
60	Disagree	5.2%	(5)	16.80%	19	14.40%	17
61	Strongly Disagree	0%	(0)	6.20%	7	4.20%	5
62	<b>TOTAL RESPONDED</b>	100%	(97) view details	100%	113	100%	118
63							
64	<b>To what degree do you think drugs are a problem at Somers High School?</b>						
65	Little or no problem	27.8%	(27)	43.40%	49	16.90%	20
66	Somewhat of a problem	52.6%	(51)	33.60%	38	50.80%	60
67	A serious problem	14.4%	(14)	15.90%	18	27.10%	32
68	A very serious problem	5.2%	(5)	7.10%	8	5.10%	6
69	<b>TOTAL RESPONDED</b>	100%	(97) view details	100%	113	100%	118
70							
71	<b>To what degree do you think alcohol is a problem at Somers High School?</b>						
72	Little or not problem	45.4%	(44)	56.60%	64	37.3	44
73	Somewhat of a problem	40.2%	(39)	28.30%	32	44.1	52
74	A serious problem	11.3%	(11)	8%	9	14.40%	17
75	A very serious problem	3.1%	(3)	7.10%	8	4.20%	5
76	<b>TOTAL RESPONDED</b>	100%	(97) view details	100%	113	100%	118
77							
78	<b>To what degree do you believe bullying is a problem at Somers High School?</b>						
79	Little or no problem	63.9%	(62)	58.40%	66	48.30%	57

	A	B	C	D	E	F	G
80	Somewhat of a problem	27.8%	(27)	32.70%	37	41.50%	49
81	A serious problem	4.1%	(4)	6.20%	7	7.60%	9
82	A very serious problem	4.1%	(4)	2.70%	3	2.50%	3
83	<b>TOTAL RESPONDED</b>	100%	(97) view details	100%	113	100%	118
84							
85	To what degree do you believe that dishonest academic behavior (cheating, plagiarism, transferring information on tests, electronic texting of answers, etc.) is a problem at Somers High School?						
86	Little or no problem	44.3%	(43)	42.50%	48	33.90%	40
87	Somewhat of a problem	36.1%	(35)	34.50%	39	39%	46
88	A serious problem	11.3%	(11)	15.90%	18	17.80%	21
89	A very serious problem	8.2%	(8)	7.10%	8	9.30%	11
90	<b>TOTAL RESPONDED</b>	100%	(97) view details	100%	113	100%	118
91							
92	To what extent have you experienced any of the following? 5=Always, 4=Often, 3=Sometimes,						
93	<b>Average Rank</b>						
94	Discrimination on account of race	1.6		1.4		1.7	
95	Discrimination on account of sexual orientation	1.6		1.5		1.5	
96	Discrimination on account of gender	1.6		1.5		1.5	
97	Discrimination on account of ethnicity	1.6		1.4		1.5	
98	Discrimination on account of religious beliefs	1.5		1.5		1.5	
99	Discrimination on account of physical appearance	1.7		1.9		1.9	
100	Discrimination on account of intellectual disability	1.6		1.5		1.6	
101	Discrimination on account of physical disability	1.5		1.5		1.6	
102	Discrimination on account of socioeconomic status	1.5		1.5		1.6	
103	<b>TOTAL RESPONDED: 97 view details</b>			113		118	
104							
105	Please rate your overall experience in the following areas: DO NOT BUBBLE IN ANYTHING IF IT DOES NOT APPLY TO YOU. 5=Excellent, 4=Very Good, 3=Good, 2=Fair, 1=Poor						
106	<b>Average Rank</b>						
107							
108	Art	4.2		4.3		4.4	
109	Business Education	4.1		3.4		3.8	
110	English/Language Arts	3.8		3.3		3.3	
111	Food Service	3.4		3.7		3.5	
112	Foreign Language	3.4		2.5		3.1	
113	Health	2.9		2.6		3.3	
114	Mathematics	3.5		3.2		3.4	
115	Music	3.6		3.6		3.7	
116	Physical Education	4		3.7		4.3	
117	Science	3.8		3.4		3.8	

	A	B	C	D	E	F	G
118	Social Studies	4		3.5		3.9	
119	Technology Education	3.9		3.6		3.9	
120	TOTAL RESPONDED: 97 view details			110		116	
121							
122	I am satisfied with the education I received in high school.						
123	Strongly Agree	33%	(32)	19.50%	22	17.80%	21
124	Agree	61.9%	(60)	58.40%	66	72.90%	86
125	Disagree	2.1%	(2)	15.90%	18	8.50%	10
126	Strongly Disagree	3.1%	(3)	6.20%	7	0.80%	1
127	TOTAL RESPONDED	100%	(97) view details	100%	113	100%	118
128							
129	Were the teachers accessible for help?						
130	Always	26.8%	(26)	30.10%	34	22%	26
131	Often	52.6%	(51)	40.70%	46	44.90%	53
132	Sometimes	18.6%	(18)	24.80%	28	29.70%	35
133	Rarely	2.1%	(2)	3.50%	4	2.50%	3
134	Never	0%	(0)	0.90%	1	0.80%	1
135	TOTAL RESPONDED	100%	(97) view details	100%	113	100	118
136							
137	If finding academic help was an issue, what can we do to make access easier for students?						
138	Total responses: 13 (13%) view details						
139							
140	Did you find the work challenging?						
141	Often	14.4%	(14)	15.90%	18	9.30%	11
142	Sometimes	64.9%	(63)	67.30%	76	77.10%	91
143	Rarely	16.5%	(16)	12.40%	14	10.20%	12
144	Never	4.1%	(4)	4.40%	5	3.40%	4
145	TOTAL RESPONDED	100%	(97) view details	100%	113	100%	118
146							
147	If you did not find the work challenging, which academic department(s) should provide more challenge						
148	Total responses: 10 (10%) view details						
149							
150	My teachers had high expectations for me.						
151	Often	55.7%	(54)	55.80%	63	53.40%	63
152	Sometimes	40.2%	(39)	34.50%	39	38.10%	45
153	Rarely	4.1%	(4)	6.20%	7	8.50%	10
154	Never	0%	(0)	3.50%	4	0%	0
155	TOTAL RESPONDED	100%	(97) view details	100%	113	100%	118
156							
157	Were academic standards high enough?						

	A	B	C	D	E	F	G
158	Often	50.5%	(49)	51.30%	58	47.50%	56
159	Sometimes	45.4%	(44)	42.50%	48	48.30%	57
160	Rarely	2.1%	(2)	3.50%	4	3.40%	4
161	Never	2.1%	(2)	2.70%	3	0.80%	1
162	<b>TOTAL RESPONDED</b>	100%	(97) view details	100%	113	100%	118
163	worker, and school psychologist) helped me with: YOU. 5=Strongly Agree,4=Agree, 3=Somewhat						
164	Agree, 2=Disagree,1=Strongly Disagree						
165	<b>Average Rank</b>						
166	Course selection/adjustment	3.8		3.3		3.8	
167	Concerns and strategies about grades	3.3		3		3.2	
168	College or post-secondary planning	3.6		3		3.5	
169	Career investigation	3.3		2.8		3.4	
170	Social conflicts	3		2.7		2.9	
171	<b>TOTAL RESPONDED: 97</b> view details			113		118	
172							
173	How would you rate each of the following services? (1-Don't know, 2-Poor, 3-Fair, 4-Good, and 5-Excell						
174	<b>Average Rank</b>						
175	Collection (Books, Databases, Software on Computers)	3.3		2.9		(No Data)	
176	Online Services (LMC Website, Online Catalog, Research Databases, eBooks)	3.4		2.8		(No Data)	
177	Internet Access	3.1		2.7		(No Data)	
178	LMC Facilities	3.5		2.7		(No Data)	
179	Hours of Operation/Availability	3.4		2.9		(No Data)	
180	<b>TOTAL RESPONDED: 97</b> view details			113			
181							
182	How would you rate the Health/Nurse Center at SHS?						
183	Excellent	18.6%	(18)	15%	17	31.40%	37
184	Good	56.7%	(55)	46.90%	53	52.50%	62
185	Fair	17.5%	(17)	24.80%	28	12.70%	15
186	Poor	7.2%	(7)	13.30%	15	3.40%	4
187	<b>TOTAL RESPONDED</b>	100%	(97) view details	100%	113	100%	118
188							
189	How often did you access PowerSchool for your grades?						
190	Never	4.1%	(4)	1.80%	2	3.40%	4
191	Sometimes	16.5%	(16)	20.40%	23	17.80%	21
192	Often	22.7%	(22)	22.10%	25	21.20%	25
193	Weekly	20.6%	(20)	26.50%	30	23.70%	28
194	Daily	36.1%	(35)	29.20%	33	33.90%	40
195	<b>TOTAL RESPONDED</b>	100%	(97) view details	100%	113	100%	118
196							

	A	B	C	D	E	F	G
197	How often did your parents access PowerSchool for your grades?						
198	Never	21.6%	(21)	25.70%	29	17.80%	21
199	Sometimes	36.1%	(35)	36.30%	41	29.70%	35
200	Often	16.5%	(16)	16.80%	19	22.90%	27
201	Weekly	17.5%	(17)	15.90%	18	20.30%	24
202	Daily	8.2%	(8)	5.30%	6	9.30%	11
203	TOTAL RESPONDED	100%	(97) view details	100%	113	100	118