

Regular Board of Education Meeting

Monday, October 23, 2017 7:00 PM

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

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. STUDENT REPRESENTATIVES' REPORT
 1. Student representatives from Somers High School
Student representatives from Somers High School will present their report to BOE.
4. APPROVAL OF MINUTES
 1. Draft Minutes of Board Meeting from October 10, 2017 3
The Board is to review and amend/approve the BOE draft minutes of October 10, 2017.
5. AUDIENCE TO CITIZENS/STAFF/STUDENTS
6. CORRESPONDENCE
7. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS
8. CONSENT AGENDA
 1. Warrant of October 23, 2017 9
The Board to review and approve the warrant of 10/23/17.
 2. Retirement of James Griffin, Somers Elementary Gifted and Talented Teacher 13
Mr. James Griffin is retiring on October 31, 2017 from the Somers Elementary School. He has been the teacher in the Gifted and Talented for the last 11 years at SES.
 3. Resignation of Stacey Rich, nurse at Somers Elementary School 14
Ms. Stacey Rich will be resigning from her position as nurse from Somers Elementary School since May 2016.
9. NEW BUSINESS
 1. 1st Warning - DBS 3520.13- Operations 15
First Warning of DBS Code 3520.13- Operations. The Policy Committee has reviewed this policy and is recommending the attached changes. Second warning /adoption will be included on the 11/13/17 agenda.
 2. First Warning of DBS Code 4112.2 - Certification. 23
First Warning of DBS Code 4112.2 - Certification. The Policy Committee has reviewed this policy and is recommending the attached changes. Second warning /adoption will be included on the 11/13/17 agenda.
 3. DBS Code 5144.1 - Use of Physical Force 25
First Warning of DBS Code 5144.1 - Use of Physical Force. The Policy Committee has reviewed this policy and is recommending the attached changes. Second warning /adoption will be included on the 11/13/17 agenda.
 4. DBS Code 6146.2 State Testing 32
First Warning of DBS Code 6146.2 State Testing. The Policy Committee has reviewed this policy and is recommending the attached changes. Second warning /adoption will be included on the 11/13/17 agenda.
10. OLD BUSINESS
11. ADMINISTRATIVE REPORTS
 1. Pupil Services - Specialized Programming 35
Dr. Denise Messina will give the Board an update on the specialized programs within Pupil Services.
 2. Enrollment Report 38
The Superintendent will present the Enrollment Report to the Board of Education
 3. Budget Calendar for 2018-2019 40

The budget calendar for 2018-2019.

4. Superintendent's Update Report

Mr. Czapla will give the Board an update on current issues.

12. COMMITTEE REPORTS

1. BUDGET

2. CURRICULUM

3. POLICY

4. SALARY & NEGOTIATION

5. PLANNING

6. OTHER COMMITTEES

13. OTHER

14. EXECUTIVE SESSION

1. Executive Session: Board to Vote on reviewing the Nurses (AFSCME) Contract

The Board will review and later vote on Nurses (AFSCME) Contract. Mr. Czapla and Mr.

Boutwell are both invited into the Executive Session for informational purposes.

15. ADJOURNMENT

Regular Board of Education Meeting (DRAFT)

October 10, 2017 7:00 PM
Board Room in Central Office

Attendance Taken at 7:03 PM:

Present Board Members:

Sarah Bollinger
Ms. Barbara Capuano
David Palmer
Bruce Devlin
Rick Lees
Mrs. Anne Kirkpatrick

Absent Board Members:

Mr. Jeremy Anderson
Marybeth Marquardt
Mrs. Kate McLellan

Updated Attendance:

Sarah Bollinger was updated to present at: 7:05 PM

1. CALL TO ORDER

Discussion:

The regular meeting of the Board of Education was called to order at 7:03 p.m. by Chairman Devlin in the Mabelle B. Avery Middle School Board of Education meeting room.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES

3.1. Draft Minutes of 9/28/2017

Rationale:

The Board of Education to approve or amend the Minutes of 9/28/2017.

Motion Passed: Draft minutes of 9/28/2017 passed with a motion by Mrs. Anne Kirkpatrick and a second by Ms. Barbara Capuano.

5 Yeas - 0 Nays.

Sarah Bollinger	Absent
Ms. Barbara Capuano	Yes
Marybeth Marquardt	Absent
David Palmer	Yes
Bruce Devlin	Yes
Rick Lees	Yes
Mr. Jeremy Anderson	Absent
Mrs. Kate McLellan	Absent
Mrs. Anne Kirkpatrick	Yes

3.2. Draft Minutes of the 10/2/2017 Special Meeting of Board of Education

Rationale:

For the Board of Education to approve the minutes of the 10/2/2017 Special Meeting.

Motion to Amend Passed: To amend the motion from: "Draft minutes of the 10/2/2017 Special Meeting of the Board of Education" to: "Draft minutes of the 10/2/2017 Special Meeting of the Board of Education to include T. Potrikus in the attendance" passed with a motion by Mrs. Anne Kirkpatrick and a second by Ms. Barbara Capuano.

5 Yeas - 0 Nays.

Sarah Bollinger	Absent
Ms. Barbara Capuano	Yes
Marybeth Marquardt	Absent
David Palmer	Yes
Bruce Devlin	Yes
Rick Lees	Yes
Mr. Jeremy Anderson	Absent
Mrs. Kate McLellan	Absent
Mrs. Anne Kirkpatrick	Yes

4. AUDIENCE TO CITIZENS/STAFF/STUDENTS

Discussion:

J. Martin addressed the BOE regarding school buildings affected by potential layoffs.

5. CORRESPONDENCE

6. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS

7. CONSENT AGENDA

7.1. Warrant of 10/10/2017

Rationale:

The Board of Education will review and approve the warrant of 10/10/17.

Motion Passed: The BOE reviewed the 10/10/2017 warrant in the amount of \$245,390.64 and passed with a motion by Sarah Bollinger and a second by Ms. Barbara Capuano.

6 Yeas - 0 Nays.

Sarah Bollinger	Yes
Ms. Barbara Capuano	Yes
Marybeth Marquardt	Absent
David Palmer	Yes
Bruce Devlin	Yes
Rick Lees	Yes
Mr. Jeremy Anderson	Absent
Mrs. Kate McLellan	Absent
Mrs. Anne Kirkpatrick	Yes

7.2. Retirement of John Dzwonkus, Custodian at Mabelle B. Avery Middle School.

Rationale:

Mr. John Dzwonkus will be retiring after 26 years as a custodian for the Somers Public Schools on December 29, 2017.

Motion Passed: The BOE reviewed the retirement letter of Mr. John Dzwonkus, Custodian at Mabelle B.

Avery Middle School for 26 years and, with regret, passed with a motion by Sarah Bollinger and a second by Ms. Barbara Capuano.

6 Yeas - 0 Nays.

Sarah Bollinger	Yes
Ms. Barbara Capuano	Yes
Marybeth Marquardt	Absent
David Palmer	Yes
Bruce Devlin	Yes
Rick Lees	Yes
Mr. Jeremy Anderson	Absent
Mrs. Kate McLellan	Absent
Mrs. Anne Kirkpatrick	Yes

7.3. Resignation of Somers High School Secretary

Rationale:

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.

Motion Passed: The BOE reviewed the resignation letter of Mrs. Pam Blauvelt, 10-month Secretary in the Main Office of Somers High School for the last 14 years, and with regret passed with a motion by Sarah Bollinger and a second by Ms. Barbara Capuano.

6 Yeas - 0 Nays.

Sarah Bollinger	Yes
Ms. Barbara Capuano	Yes
Marybeth Marquardt	Absent
David Palmer	Yes
Bruce Devlin	Yes
Rick Lees	Yes
Mr. Jeremy Anderson	Absent
Mrs. Kate McLellan	Absent
Mrs. Anne Kirkpatrick	Yes

8. NEW BUSINESS

8.1. 1st Warning - DBS policy 5113 revised

Rationale:

The Policy Committee reviewed the attached policy and is recommending revision - 1st Warning - DBS policy 5113.

Discussion:

Chairman Devlin advised the BOE to direct any questions to A. Kirkpatrick or another member of the Policy Committee.

8.2. 1st Warning - DBS Policy 4112.51 Reference checks

Rationale:

The Policy Committee has reviewed the attached policy and is recommending revision. 1st Warning - DBS Policy 4112.51 Reference checks

Discussion:

Chairman Devlin advised the BOE to direct any questions to A. Kirkpatrick or another member of the Policy

Committee.

8.3. 1st Warning - DBS Policy 5125 Student Records- Confidential.

Rationale:

The Policy Committee has reviewed the attached revision and is recommending revision. 1st Warning - DBS Policy 5125 Student Records - Confidential.

Discussion:

Chairman Devlin advised the BOE to direct any questions to A. Kirkpatrick or another member of the Policy Committee.

8.4. 1st Warning - DBS Policy 5113.2 Truancy

Rationale:

The Policy has reviewed the attached policy and is recommending revision. 1st Warning - DBS Policy 5113.2 Truancy

Discussion:

Chairman Devlin advised the BOE to direct any questions to A. Kirkpatrick or another member of the Policy Committee.

9. OLD BUSINESS

9.1. 2018 Board of Education Meeting Schedule - 2nd Warning

Rationale:

The Board will review and approve/amend the 2018 Board of Education Meeting Schedule.

Motion Passed: The BOE reviewed the 2018 Board of Education Meeting Schedule and passed with a motion by Ms. Barbara Capuano and a second by Mrs. Anne Kirkpatrick.

6 Yeas - 0 Nays.

Sarah Bollinger	Yes
Ms. Barbara Capuano	Yes
Marybeth Marquardt	Absent
David Palmer	Yes
Bruce Devlin	Yes
Rick Lees	Yes
Mr. Jeremy Anderson	Absent
Mrs. Kate McLellan	Absent
Mrs. Anne Kirkpatrick	Yes

10. ADMINISTRATIVE REPORTS

10.1. Transportation Update

Rationale:

Mr. Boutwell will present an update on transportation.

Discussion:

Mr. B. Boutwell, Director of Business Services, updated the BOE on transportation. He distributed the report to the BOE members. SPS continues to work with First Student. This is the first year out of a five-year contract. Currently, there are 15 vehicles (12 large buses and three smaller buses). Fourteen vehicles are used within town while one bus goes to Cheney Tech. Van Pool is used for out of district transportation. CREC coordinates transportation for Choice students. First Student also transports students who are in the Transition Program at SHS. There have been no issues with transportation at this point. SES and MBA will conduct bus evacuations this week.

10.2. Somers High School Senior Exit Survey - Class of 2017

Rationale:

Somers High School Principal, Mr. Gary Cotzin will present the Class of 2017 Senior Exit Survey.

Discussion:

Mr. G. Cotzin, SHS Principal, updated the BOE regarding the SHS Senior Exit Survey - Class of 2017. In general, the data presented was positive and was reflective of results from the NEASC report including, but not limited to, positive connections among staff and students, a sense of comradery as well as pillars that are exuded at SHS (responsibility, kindness, etc.) Mr. Cotzin included comparative data from the classes of 2015 and 2016. There was nothing in the report that was a cause for concern, and he stated that there are always areas to improve upon. Superintendent Czapla stated that the Student Advisory Group that he meets with echoed the positive results from the survey. Overall, the students are positive and happy with the educational environment at SHS.

10.3. Superintendent's Update

Rationale:

Brian Czapla, our Superintendent, will give the Board of Education an update on issues.

Discussion:

Superintendent Czapla reported that nothing has changed regarding the budget since last Friday although legislators had met over the weekend. The superintendent met with all of the affected staff in each of the SPS buildings to discuss the situation. November 1, 2017 is the day in which layoffs may be implemented. The superintendent has begun developing a communications plan for the district. Surveys were distributed to staff, students, parents, and community members. Kindergarten enrollment will be closely monitored. Due to the resignation of a SHS secretary, the superintendent stated he will need to replace her since SHS is already down a secretary. A teacher has been appointed as a part-time Chemical Hygiene Officer. One of the chemistry teachers was sent for training and is working with OSHA. BOE members were reminded of EMeeting training on 12/11/17 at 6 p.m.

11. COMMITTEE REPORTS

Discussion:

11.1. Budget

Discussion:

No report.

11.2. Curriculum

Discussion:

A. Kirkpatrick reported that the next meeting will be held on 10/23/17 at 6:30 p.m.

11.3. Policy

Discussion:

A. Kirkpatrick reported that the next meeting will be held on 10/23/17 at 6 p.m.

11.4. Salary and Negotiations

Discussion:

D. Palmer reported that there will be a meeting with Attorney Connon.

11.5. Planning

Discussion:

No report.

11.6. Other Committees

Discussion:

None.

12. OTHER

Discussion:

B. Capuano commended Superintendent Czaplá regarding all he has been doing with the district and how he has reacted to the budget issue. A. Kirkpatrick stated that there has been positive feedback.

13. ADJOURNMENT

Motion Passed: Adjournment at 7:45 p.m. was passed with a motion by Ms. Barbara Capuano and a second by Sarah Bollinger.

6 Yeas - 0 Nays.

Sarah Bollinger	Yes
Ms. Barbara Capuano	Yes
Marybeth Marquardt	Absent
David Palmer	Yes
Bruce Devlin	Yes
Rick Lees	Yes
Mr. Jeremy Anderson	Absent
Mrs. Kate McLellan	Absent
Mrs. Anne Kirkpatrick	Yes

Respectfully Submitted,

Rick Lees, Board of Education Recording Secretary
Shannin Burns, Board Secretary

Somers Board of Education General Budget Treasury Warrant

Report # 48419

Check Batch: 18316
 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: 10/19/17
William B. Boutwell, Director of Business Services

18316	14227	10/23/2017	V58674	Administrator, Unemployment Compensation	0.00	849.63
	14228	10/23/2017	V02185	Allston Supply Co. Inc.	0.00	165.54
	14229	10/23/2017	V60790	Alternative Access Assistive Technology	0.00	420.00
	14230	10/23/2017	V52670	SYNCB/AMAZON	0.00	605.86
	14231	10/23/2017	V52306	AmeriPride Services, Inc	0.00	564.60
	14232	10/23/2017	V60064	Angeloni Refrigeration, Inc.	0.00	886.52
	14233	10/23/2017	V54164	Auto Tek LLC	0.00	1,810.14
	14234	10/23/2017	V61115	Ben Bronz Foundation, Inc	0.00	5,200.00
	14235	10/23/2017	V00052	CAS Inc.	0.00	200.00
	14236	10/23/2017	V00167	Colonial Flower Shop	0.00	58.00
	14237	10/23/2017	V02198	The Connecticut Water Company	0.00	2,259.04
	14238	10/23/2017	V00204	CREC	0.00	14,395.50
	14239	10/23/2017	V60032	Eastfield Glass Co., Inc.	0.00	190.00
	14240	10/23/2017	V00605	Electrical Wholesalers	0.00	395.51
	14241	10/23/2017	V52317	Ellington Board of Education	0.00	7,046.83
	14242	10/23/2017	V53634	Enfield Public Schools	0.00	720.00
	14243	10/23/2017	V61230	ENGIE Resources	0.00	12,099.02
	14244	10/23/2017	V54168	First Student, Inc	0.00	80,979.87
	14246	10/23/2017	V60968	Fletcher Sewer & Drain, Inc	0.00	200.00
	14247	10/23/2017	E00257	Ford, Linda	0.00	46.08

Somers Board of Education General Budget Treasury Warrant

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	14248	10/23/2017	V61017	Frontier Communications	0.00	1,133.59
	14249	10/23/2017	V61324	Global Site Services	0.00	50.00
	14250	10/23/2017	V00511	Grainger	0.00	1,086.40
	14251	10/23/2017	V60804	Granite City Electric Supply	0.00	228.80
	14252	10/23/2017	V53439	Group Dynamic	0.00	27.75
	14253	10/23/2017	V51232	Hartford Hospital	0.00	6,132.00
	14254	10/23/2017	V54063	HSABank	0.00	194.25
	14255	10/23/2017	V52848	Intensive Education Academy, Inc.	0.00	27,217.50
	14256	10/23/2017	V02625	K & S Distributors	0.00	7,077.40
	14257	10/23/2017	V00665	Kelly-Fradet Lumber	0.00	79.83
	14258	10/23/2017	V61374	M & S Paving and Sealing, Inc	0.00	3,225.00
	14259	10/23/2017	V02898	MagnaKleen Services	0.00	200.66
	14260	10/23/2017	V54106	Mountain Math	0.00	383.80
	14261	10/23/2017	V60568	Pediatric Services of America Inc	0.00	3,144.00
	14262	10/23/2017	V53356	ProCom Telecommunications Corp	0.00	360.00
	14263	10/23/2017	V60864	Pullman & Comley, LLC	0.00	5,307.00
	14264	10/23/2017	V53593	ReadyRefresh by Nestle	0.00	59.89
	14265	10/23/2017	V51324	Sherwin-Williams Co., The	0.00	826.04
	14266	10/23/2017	V60940	Sid Harvey Industries, Inc	0.00	29.16
	14267	10/23/2017	V01485	Social Studies School Services	0.00	95.03
	14268	10/23/2017	V60809	Somers Mechanical Services, LLC	0.00	4,600.00
	14269	10/23/2017	V61373	Somers Star Hardware	0.00	211.17
	14270	10/23/2017	V01591	Town of Somers	0.00	2,180.00
	14271	10/23/2017	V61292	State of Connecticut-Treasurer	0.00	2,250.00
	14272	10/23/2017	M02015	T. J. Conway Company	0.00	440.00
	14273	10/23/2017	V53615	Thurston Foods, Inc.	0.00	1,665.88
	14274	10/23/2017	V60407	Trane U.S. Inc	0.00	20.00
	14275	10/23/2017	M53099	Tull Brothers, Inc.	0.00	160.00
	14276	10/23/2017	V21164	Unum Life Insurance Company of America	0.00	3,909.97
	14277	10/23/2017	V00051	USPS	0.00	147.00
	14278	10/23/2017	V53413	W. B. Mason Co., Inc.	0.00	21.24
Totals:					0.00	\$201,555.50

51 Checks Listed.

Somers Board of Education General Journal Register

Report # 48415
Batch: 18287
Transaction: N/A
Show Summary Only: Yes

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
18287	\$201,555.50	Posted	Lbergamini	10/16/2017	Lbergamini	10/19/2017

General Ledger Distribution Summary						
Period, Fiscal Year	Account Number	Account Description	DTF Base	Over Budget	Debits	Credits
October, 2018						
Generated Distributions						
	10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			197,487.89	0.00
	10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	197,487.89
		Total Generated Distributions			\$197,487.89	\$197,487.89
User-Entered Distributions						
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			150.90	0.00
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	201,706.40
	10-100-2-2-18-242-611-01-5-00187	K-5 - MATH SUPPLIES			191.90	0.00
	10-100-2-2-18-242-611-01-5-01149	K-5 INTERVENTION - MATH			191.90	0.00
	10-100-2-3-30-242-611-01-5-00210	MA - SOCIAL STUDIES SUPPLIES			95.03	0.00
	10-100-2-4-18-220-641-01-5-00127	HS - MATH TEXTBOOKS			320.22	0.00
	10-100-2-4-18-242-611-01-5-00191	HS - MATH SUPPLIES			21.24	0.00
	10-100-2-4-38-242-611-01-5-00181	HS - QUANTITY FOODS SUPPLIES			1,665.88	0.00
	10-100-2-5-14-241-611-01-5-00873	SW - GENERAL COMPUTER SUPPLIES			97.17	0.00
	10-100-8-3-66-910-730-01-5-00818	MA - CAPITAL OUTLAY			188.47	0.00
	10-120-9-9-98-955-330-02-5-01142	SPED - CONSULTANT FEES			420.00	0.00
	10-120-9-9-98-955-330-02-5-01674	SP ED - CONTRACTED SERVICES			3,144.00	0.00
	10-212-1-4-46-132-530-02-5-00647	HS - GUIDANCE POSTAGE		Yes	147.00	0.00
	10-231-1-5-74-134-330-10-5-00045	B.O.E. - OTHER PROF. SERVICES			7,487.00	0.00
	10-231-1-5-74-134-590-10-5-00648	B.O.E. - COMMUNITY RELATIONS			58.00	0.00
	10-232-1-5-72-132-530-04-5-00039	CO - POSTAGE			46.08	0.00
	10-232-1-5-72-134-690-04-5-00031	CO - PETTY CASH			59.89	0.00
	10-240-1-2-50-137-810-05-5-00053	K-5 - INSTITUTIONAL DUES			200.00	0.00
	10-260-1-5-64-642-530-04-5-01217	SW - COMMUNICATION SUPPLIES			360.00	0.00
	10-260-5-2-62-722-430-08-5-01141	K-5 BUILDING REPAIRS			4,719.75	0.00
	10-260-5-2-64-642-530-04-5-00363	K-5 - TELEPHONE			292.87	0.00
	10-260-5-3-64-642-530-04-5-00365	MA - TELEPHONE			149.66	0.00
	10-260-5-4-38-722-430-01-5-00393	HS - QUANTITY FOODS MAINT.			564.60	0.00
	10-260-5-4-64-642-530-04-5-00366	HS - TELEPHONE			361.13	0.00
	10-260-5-5-64-642-530-04-5-00367	CO - TELEPHONE		Yes	329.93	0.00
	10-260-5-5-64-642-530-04-5-01679	SW - INTERNET			2,250.00	0.00

Somers Board of Education General Journal Register

Report # 48415

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
18287	\$201,555.50	Posted	Lbergamini	10/16/2017	Lbergamini	10/19/2017
		10-260-5-6-62-650-613-05-5-00377	SW - CUSTODIAL SUPPLIES		7,749.03	0.00
		10-260-5-6-62-650-613-05-5-00377	SW - CUSTODIAL SUPPLIES		0.00	106.98
		10-260-5-6-62-722-430-08-5-00430	MA - BUILDING MAINTENANCE		2,520.00	0.00
		10-260-5-6-62-722-430-08-5-00439	HS - BUILDING MAINTENANCE		3,811.48	0.00
		10-260-5-6-62-722-430-08-5-00439	HS - BUILDING MAINTENANCE		0.00	43.92
		10-260-5-6-62-722-430-08-5-00440	SW - EQUIPMENT REPAIR		1,810.14	0.00
		10-260-5-6-62-722-430-08-5-00447	SW - GENERAL REPAIR		219.54	0.00
		10-260-5-6-62-722-430-08-5-00467	SW - GENERAL PAINT		826.04	0.00
		10-260-5-6-62-722-430-08-5-00885	SW - ELECTRICAL SUPPLIES		377.09	0.00
		10-260-5-6-64-641-620-05-5-00358	K-5 - ELECTRICITY		1,017.09	0.00
		10-260-5-6-64-641-620-05-5-00360	MA - ELECTRICITY		4,672.05	0.00
		10-260-5-6-64-641-620-05-5-00361	HS - ELECTRICITY		6,307.27	0.00
		10-260-5-6-64-641-620-05-5-00362	MAINTENANCE - ELECTRICITY	Yes	102.61	0.00
		10-260-5-6-64-722-690-05-5-00373	SW - WATER		2,259.04	0.00
		10-270-4-5-84-521-510-12-5-00325	TRANSPORTATION - ELEMENTARY	Yes	25,881.03	0.00
		10-270-4-5-84-521-510-12-5-00326	TRANSPORTATION - SECONDARY	Yes	31,088.33	0.00
		10-270-9-9-84-522-112-12-5-00333	SP ED - TRANSPORTATION AIDE	Yes	2,520.00	0.00
		10-270-9-9-84-522-510-12-5-00329	SP ED - VANS	Yes	20,751.46	0.00
		10-279-4-3-42-530-580-06-5-00336	MA - ATHLETIC TRIPS		173.55	0.00
		10-279-7-4-20-530-580-07-5-00268	HS - BAND TRAVEL		565.50	0.00
		10-280-6-5-82-820-200-13-5-00509	SW - FLEXIBLE SPENDING ACCT		27.75	0.00
		10-280-6-5-82-820-200-13-5-00513	L.T.D.		3,909.97	0.00
		10-280-6-5-82-820-200-13-5-00517	UNEMPLOYMENT INSURANCE		849.63	0.00
		10-280-6-5-82-820-200-13-5-01228	SW - HEALTH SAVINGS ACCOUNT		194.25	0.00
		10-320-7-4-42-880-112-06-5-01583	HS - CO-OP SPORTS		720.00	0.00
		10-613-9-9-88-955-561-14-5-00622	SPED - CREC RIVER STREET		14,395.50	0.00
		10-613-9-9-88-955-561-14-5-00673	SP ED - TUITION		45,596.33	0.00
					<u>\$201,857.30</u>	<u>\$201,857.30</u>
					<u>\$399,345.19</u>	<u>\$399,345.19</u>
					<u>\$399,345.19</u>	<u>\$399,345.19</u>

239 Transactions Listed.

PO Box 454
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October 15, 2017

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

Dear Superintendent Czapla:

I would like to inform you that I am officially retiring from my teaching position at Somers Elementary School, effective November 1st, 2017 with my last day at school being October 31st, 2017. Working with my dedicated colleagues and my mentors Jennifer Oliver, Dina Senecal and Ralph Riola has been a wonderful experience. Since turning 60, I have come to realize how quickly time passes, so I have decided to retire and leave the workforce so I can enjoy more time with my family on both sides of the Atlantic. I have worked at Somers Elementary School for 11 years, and although those were some of the best years of my life, I am looking forward to the next chapter.

I want to personally thank you, the Board of Education, and indeed the whole Somers community for the many opportunities given me over the years. I have grown personally and professionally, and am very pleased with the work I have done bringing gifted and talented programming to all SES students in grades 2-5.

If I can be of any help in the future, please feel free to get in touch with me at the addresses above. I welcome you to the Somers Public Schools and wish you all the best!

Sincerely,

Jim Griffin
Teacher of Gifted Children

C: Ms. Oliver, Ms. Senecal, Ms. Vamvillis

October 12, 2017

Dear Superintendent Czapla,

I am writing to inform you that I will be resigning from my position as the school nurse at Somers Elementary School. My last day of work will be October 26, 2017. I have family and friends' children, as well as my own children, in the school system. It's very important to me that my replacement be compassionate, hardworking and dedicated to the students' needs.

I received an offer to serve as supervisor at Evergreen Health Care. I've been working there per-diem for the past 3 years on the weekends as a charge nurse. They made me an offer I simply cannot refuse. It suits my needs, and after careful consideration, I've realized this opportunity is the right path for me. It was not an easy decision because I have truly enjoyed working at SES and will miss the wonderful staff and adorable students a great deal.

I would like to thank you for having me as part of your team. I am proud to have worked at Somers Elementary School, and I appreciate the time and patience Jen Oliver and Dina Senecal have shown in training me. I have learned a lot about school policies and interacting positively with students, parents, staff and the general public. These skills will serve me well in my career.

Please acknowledge this letter as my official notice of resignation. I will do my best to ensure that all of my projects are completed and ensure a smooth transition. I have been fortunate to have been a part of the Somers School System, and I wish everyone there continued success.

Sincerely,

Stacy Rich, RN
C #860-335-2003

(4 date changes and additional legal references)

Business and Non-Instructional Operations

Data-Based Information and Management Systems

Student Data Protection and Privacy/Cloud-Based Issues

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

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

The Board, on or after ~~October 1, 2016~~, **July 1, 2018**, when entering into a contract with a contractor for purposes listed above, shall ensure the contract includes, but is not limited to the following:

1. A statement that student records, student information and student generated content continues to be the property of and under the control of the Board. (They are not the property of, or under the control of a software or electronic service contractor.)
2. A description of the means by which the Board, students, their parents or legal guardians, may retain possession and control of student-generated content, and if applicable, means by which a student, parent or legal guardian of a student may transfer student-generated content to an electronic mail account.
3. A statement that the contractor will not use student information, student records, or student-generated content for any purposes except those the contract authorizes.
4. A description of the procedures by which a student, parent or legal guardian, of a student may review personally identifiable information (PII) contained in the student's record, student information or student-generated content and correct erroneous information, if any in such student material.

5. A statement that the contractor shall take actions designed to ensure the security and confidentiality of student records, student information, and student-generated content.
6. A description of the procedures that a contractor will follow for notifying a student, the parent or legal guardian of a student, parent, legal guardian of a student, and the Board, as soon as practical, but not later than forty-eight (48) hours after the contractor becomes aware of or suspects that any student record, student information, or student-generated content under the contractor's control has been subject to unauthorized access or suspected unauthorized access.
7. A statement that a student's records, student information, or student-generated content shall not be retained or available to the contractor upon completion of the contracted services unless a student, parent or legal guardian of a student chooses to establish or maintain an electronic account with the contractor for the purpose of storing student-generated content.
8. A statement that the contractor and the Board shall ensure compliance with the federal Family Educational Rights and Privacy Act (FERPA), 20 USC 1232g.
9. A statement that Connecticut laws shall govern the rights and duties of the contractor and the Board.
10. A statement that if any provision of the contract or the application of the contract is held invalid by a court of competent jurisdiction, the invalidity does not affect other provisions of the contract which can be given effect without the invalid provision or application.
11. A prohibition against the contractor using personally identifiable information contained in student records to engage in advertising or for any other purposes other than those authorized pursuant to the contract.

Any provision of a contract entered into between a contractor and the Board on or after ~~October 1, 2016~~, July 1, 2018 that conflicts with the provisions listed above shall be void.

Any contract entered into on and after ~~October 1, 2016~~, July 1, 2018 that does not include the provisions listed above shall be void, provided the Board has given reasonable notice to the contractor and the contractor has failed within a reasonable time to amend the contract to include the required provisions.

Not later than five business days after executing a contract pursuant to this policy, the Board shall provide electronic notice to any student and the parent or legal guardian of a student affected by the contract. The notice shall (1) state that the contract has been executed and the date that such contract was executed, (2) provide a brief description of the contract and the purpose of the contract, and (3) state what student information,

student records or student-generated content may be collected as a result of the contract. The Board shall post such notice and the contract on the Board's Internet website.

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

Notice of Breach of Security/Data Breaches

Upon notice of a breach of security by a contractor, the Board shall, ~~within forty-eight (48) hours~~ **not later than two business days after receipt of such notice** notify the students and the parents/legal guardians of the students whose student information, student records, or student-generated content was involved in such breach. The Board shall also, as required, post notice of the breach on its website.

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

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

Definitions

1. "**Contractor**" means an operator or consultant that is in possession of or has access to student information, student records or student-generated content as a result of a contract with a local or regional Board of Education.
2. "**Operator**" means the operator of an Internet website, online service, online application, or mobile application with actual knowledge that such Internet website, service, or mobile application is used primarily for school purposes and was designed and marketed for school purposes and who collects, maintains or uses student information.
3. "**Student**" means a Connecticut resident enrolled in a preschool program participating in the state-wide public school information system, pursuant to section 10-10a of the general statutes, or enrolled in grades K to 12, inclusive, in a public school, or receiving special education and related services under an individualized education program, or otherwise the responsibility of the Board.

4. "**Deidentified information**" means any information that has been altered to prevent the identification of an individual student.
5. "**Eligible student**" means a student who has reached 18 years of age.
6. "**Student-generated content**" means materials created by a student, including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, or photographs. "Student-generated content" does not include student responses to a standardized assessment.
7. "**Student records**" means any information directly related to a student that is maintained by the school district, the State Board of Education or the Department of Education or any information acquired from a student through the use of educational software assigned to the student by a teacher or other district employee.

"Student records" does not mean any of the following:

- a. De-identified information, allowed under the contract to be used by the contractor to improve educational products for adaptive learning purposes and for customizing student learning.
 - b. De-identified information, used to demonstrate the effectiveness of the contractor's products in the marketing of such products.
 - c. De-identified information, used for the development and improvement of the contractor's products and services.
8. "**Online service**" includes Cloud computing services, which must comply with this policy if they otherwise meet the definition of an operator.
 9. "**Student information**" means personally identifiable information regarding a student that in any media or format that meets any of the following:
 - a. Is created or provided by a student, or the student's parent or legal guardian, to the operator in the course of the students', parents', or legal guardians' use of the operators' website, online service, or mobile application for school purposes.
 - b. Is created or provided by an employee or agent of the school, school district, local education agency, to an operator for school purposes.
 - c. Is gathered by an operator through the operation of the operator's Internet website, online service, or mobile application and identifies a student including but not limited to information in the student's educational record or email account, first and last name, home address, telephone number, email address, or other information that allows physical or online contact, discipline records, test results, special education data, juvenile dependency records, grades, evaluations, criminal

records, medical records, health records, social security number, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious information, text messages, documents, student identifiers, search activity, photos, voice recordings, or geo location information.

10. "**School purposes**" means purposes that customarily take place at the direction of a teacher, or school district or aid in the administration of school activities, including, but not limited to, instruction in the classroom, administrative activities, and collaboration among students, school personnel, or parents/legal guardians. The Board, through this policy, places restrictions on an "operator" as defined in this policy. An operator shall not knowingly engage in any of the following activities with respect to their site, service, or application.

11. "**Targeted advertising**" means presenting an advertisement to a student where the selection of the advertisement is based on student information, or inferred from the usage of the operator's Internet website, online service or mobile application by such student.

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

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

The Board recognizes that an operator may:

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

Nothing in this policy shall be construed to:

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

access Internet websites, online services or mobile applications that are designed and marketed for use by individuals generally.

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

(cf. [3520.1](#) - Information Security Breach and Notification)

(cf. [3520.11](#) - Electronic Information Security)

(cf. [3520.12](#) - Data-Based Information Management System Confidentiality Policy)

(cf. [5125](#) - Student Records)

(cf. [5145.15](#) - Directory Information)

(cf. [6162.51](#) - Surveys of Students/Student Privacy)

Legal Reference: Connecticut General Statutes

[1-19\(b\)\(11\)](#) Access to public records. Exempt records.

[7-109](#) Destruction of documents.

[10-15b](#) Access of parent or guardians to student's records.

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

[10-234aa](#) Definitions.

[10-234bb](#) contracts between boards of education and contractors re: student data. Requirements.

[10-234cc](#) Requirements for operators re: student data.

[12-234dd](#) Duties re unauthorized release, disclosure or acquisition of student data.

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

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

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

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

P.A. 16-189 An Act concerning Student Privacy

[P.A. 17-200 An Act Making Revisions to the Student Data Privacy Act of 2016](#)

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

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

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

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

Policy adopted: September 11, 2016

PERSONNEL – CERTIFICATED see new wording from CABA.....

Certification:

Every instructional employee shall be certified according to the provisions of applicable state law.

It is the responsibility of the employee to submit proof of appropriate certification to the school system prior to the commencement of employment with the Somers Public Schools. The school system will maintain a record of the employee's credential as required by law.

It shall be the sole responsibility of the certified employee to see that his/her credentials for certification are completed before the date of expiration and to file the completed certification with the school system.

In the event of a lapse in certification, employee's status shall be immediately changed to "Substitute" (per diem) with no benefits, and his/her salary will be reduced to the current rate of pay for substitutes. If employee fails to obtain appropriate certification within 40 days s/he may be subject to termination of employment. If, within a reasonable period of time following a lapse in certification, employee provides evidence of appropriate certification, the employee's salary and benefits shall be reinstated, retroactive to the effective date of certification.

On or after July 1, 2018, to qualify for a professional educator certificate, an individual with a provisional educator certificate must hold a master's degree in an appropriate subject matter area, as determined by the State Board of Education, related to the teacher's certification endorsement area.

Upon application, a teacher from another state who has taught under an appropriate certificate in such other state, U.S. possessions or territories of the District of Columbia or the Commonwealth of Puerto Rico for ~~a minimum~~ of two or more years in the past ten years, and is nationally board certified, and satisfies the requirements of the appropriate interstate agreement shall be issued a teaching certification by the State Board of Education as permitted by statute. Such teacher shall be exempt from completing the beginning educator program based on such teaching experience upon a showing of effectiveness as a teacher, as determined by the State Board of Education, which may include, but not be limited to, a demonstrated record of improving student achievement.

Also, upon application, a teacher from an approved Connecticut private school shall be subject to the same provisions as listed above.

Distinguished Educator Designation

The Board of Education encourages certified staff to aspire and to achieve the designation of "Distinguished Educator." To achieve this designation, the individual must hold a professional educator certificate, have taught successfully for at least five years, have advanced education in addition to a master's degree, that can include training in mentorship or coaching teachers, and meets the performance requirements established by the State Board of Education. Teachers, so designated, will be considered eligible to serve as mentors for the District's teacher education and mentoring program.

Legal Reference: Connecticut General Statutes

[10-145b](#) Teaching certificate as amended by P.A. 12-116 An Act Concerning Educational Reform and P.A. 15-108 An Act Concerning Teacher Certification Requirements for Shortage Areas, Interstate Agreements for Teacher Certification Reciprocity, Minority Teacher Recruitment and Retention and Cultural Competency Instruction [and PA 17-173 An Act Concerning Minor Revisions and Additions to the Education Statutes and PA 17-68, An Act Concerning Various Revisions and Additions to the Education Statutes](#))

[10-146c](#) Interstate agreements to facilitate educator certification (as amended by P.A. 15-108)

[10-145d](#) State board regulations for teacher certificates et. al. (as amended by P.A. 12-116, An Act Concerning Educational Reform)

[10-145o](#) Teacher education and mentoring program (as amended by P.A. 12-116, An Act Concerning Educational Reform)

20 U.S.C. 1119 - No Child Left Behind Act of 2001

34 C.F.R. 200.55 - Federal Regulations Regarding Highly Qualified Teachers

Adopted: February 9, 1981

Reviewed: April 16, 2001

October 24, 2001

Revised: February 22, 2010

Revised: October 9, 2012

Revised: November 9, 2015

DBS CODE: 5144.1

Students *A new policy to consider. P.A. 15-141 requires boards of education to have a policy and procedure pertaining to this topic*

Use of Physical Force

Physical Restraint(s)/Seclusion

The Board of Education believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all staff members within the district. To the extent that staff actions comply with all applicable statutes and Board policy governing the use of physical force, including physical restraint of students and seclusion of students, staff members will have the full support of the Board of Education in their efforts to maintain a safe environment.

The Board recognizes that there are times when it becomes necessary for staff to use reasonable restraint or place a student in seclusion as an emergency intervention to protect a student from harming himself/herself or to protect others from harm.

Definitions

Life-threatening physical restraint means any physical restraint or hold of a person that restricts the flow of air into a person's lungs, whether by chest compression or any other means, or immobilizes or reduces the free movement of a person's arms, legs or head while the person is in the prone position.

Psychopharmacologic agent means any medication that affects the central nervous system, influencing thinking, emotion or behavior.

Physical restraint means any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head. Excluded from this definition is briefly holding a person in order to calm or comfort the person; restraint involving the minimum contact necessary to safely escort a person from one area to another; medical devices including but not limited to, supports prescribed by a health care provider to achieve proper body position or balance; the use of helmets, or other protective gear used to protect a person from injuries due to a fall, helmets, mitts and similar devices used to prevent self-injury when the device is part of a documented treatment plan or individualized education program pursuant to Connecticut's special education laws or prescribed or recommended by a medical professional and is the least restrictive means to prevent such self-injury.

School employee means a teacher, substitute teacher, school administrator, Superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional, or coach employed by the Board of Education or working in a public

elementary, middle or high school; or any other individual who, in the performance of his/her duties has regular contact with students and who provides services to or on behalf of students enrolled in the district's schools, pursuant to a contract with the Board of Education.

Seclusion means the involuntary confinement of a student in a room, with or without staff supervision, in a manner that prevents the student from leaving.

Student means a child (A) enrolled in grades kindergarten to twelve, inclusive, in a public school under the jurisdiction of a local or regional Board of Education, (B) receiving special education and related services in an institution or facility operating under contract with a local or regional Board of Education, (C) enrolled in a program or school administered by a regional education service center, or (D) receiving special education and related services from an approved private special education program, but shall not include any child receiving educational services from Unified School District #2 or the Department of Mental Health and Addiction Services.

Conditions Pertaining to the Use of Physical Restraint and/or Seclusion

A. School employees shall not use a life-threatening physical restraint on a student.

B. If any instance of physical restraint or seclusion of a student exceeds fifteen minutes an administrator or his/her designee, or a school health or mental health personnel, or a board certified behavioral analyst, who has received training in the use of physical restraint and seclusion shall determine whether continued physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others. Upon a determination that such continued physical restraint or seclusion is necessary, such individual shall make a new determination every thirty minutes thereafter regarding whether such physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others.

C. No student shall be placed in seclusion unless:

a. The use of seclusion is as an emergency intervention to prevent immediate or imminent injury to the student or to others, provided the seclusion is not used for discipline or convenience and is not used as a substitute for a less restrictive alternative.

b. Such student is continually monitored by a school employee during the period of such student's seclusion. Any student voluntarily or involuntarily placed in seclusion or restrained shall be regularly evaluated by a school employee for indications of physical distress. The school employee conducting the evaluation shall enter each evaluation in the student's educational record. Monitor shall mean by direct observation or by observation using video monitoring within physical proximity sufficient to provide aid as may be required.

c. The area in which such student is secluded is equipped with a window or other fixture allowing the student a clear line of sight beyond the area of seclusion.

D. School employees may not use a psychopharmacologic agent on a student without that student's consent except (1) as an emergency intervention to prevent immediate or imminent injury to the student or to others, or (2) as an integral part of the student's established medical or behavioral support or educational plan, as developed consistent with section [17a-543](#) of the Connecticut General Statutes or, if no such plan has been developed, as part of a licensed practitioner's initial orders. The use of psychopharmacologic agents, alone or in combination, may be used only in doses that are therapeutically appropriate and not as a substitute for other appropriate treatment.

E. In the event that physical restraint or seclusion is used on a student four or more times within twenty school days:

a. An administrator, one or more of such student's teachers, the parent/guardian of such student and, if any, a mental health professional shall convene for the purpose of:

- i. Conducting or revising a behavioral assessment of the student;
- ii. Creating or revising any applicable behavioral intervention plan; and
- iii. Determining whether such student may require special education.

b. If such student is a child requiring special education or is a child being evaluated for eligibility for special education and awaiting a determination, such student's planning and placement team shall convene for the purpose of (1) conducting or revising a behavioral assessment of the student, and (2) creating or revising any applicable behavioral intervention plan, including, but not limited to, such student's individualized education plan.

F. The parent/guardian of a student who is placed in physical restraint or seclusion shall be notified not later than twenty-four hours after the student is placed in physical restraint or seclusion. A reasonable effort shall be made to provide such notification immediately after such physical restraint or seclusion is initiated.

G. School employees shall not use a physical restraint on a student or place a student in seclusion unless he/she has received training on the proper means for performing such physical restraint or seclusion.

H. Beginning July 1, 2016, the Board of Education, and each institution or facility operating under contract with the Board to provide special education for children, including any approved private special education program, shall:

a. Record each instance of the use of physical restraint or seclusion on a student;

- b. Specify whether the use of seclusion was in accordance with an individualized education program;
 - c. Specify the nature of the emergency that necessitated the use of such physical restraint or seclusion; and
 - d. Include such information in an annual compilation on its use of such restraint and seclusion on students.
- I. The Board and institutions or facilities operating under contract with the Board to provide special education for children, including any approved private special education program
- ~~J. shall provide such annual compilation to the Department of Education in order to examine incidents of physical restraint and seclusion in schools.~~
- K. Any use of physical restraint or seclusion on a student shall be documented in the student's educational record. The documentation shall include:
- a. The nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise; and
 - b. A detailed description of the nature of the restraint or seclusion, the duration of such restraint or seclusion and the effect of such restraint or seclusion on the student's established educational plan.
- L. Any incident of the use of restraint or seclusion that results in physical injury to a student shall be reported to the State Board of Education.

Required Training and Prevention Training Plan

Training shall be provided by the Board to ~~school professionals, paraprofessional staff members and administrators regarding~~ the members of the crisis intervention team for each school in the district. The Board may provide such training to any teacher, administrator, school professional or other school employee, designated by the school principal and who has direct contact with students regarding physical restraint and seclusion of students. Such training shall be ~~phased in over a period of three years beginning with~~ provided during the school year commencing July 1, 2015, 2017 and each year thereafter and shall include, but not be limited to:

1. An overview of the relevant laws and regulations regarding the use of physical restraint and seclusion on students and the proper uses of physical restraint and seclusion. (Such overview is to be provided by the Department of Education ~~on or~~ after July 1, 2015, commencing July 1, 2017 and annually thereafter, in a manner and form as prescribed by the Commissioner of Education.)

2. The creation of a plan by which the Board will provide ~~school professionals, paraprofessional staff members and administrators with training and professional development~~ regarding the prevention of incidents requiring physical restraint or seclusion of students.
- 1- Such plan is to be implemented not later than July 1, ~~2017,~~ 2018, and ~~must include a provision to require the training regarding the prevention of incidents requiring physical restraint or seclusion of students. of all school professionals, paraprofessional staff members and administrators in the prevention of such incidents not later than July 1, 2019 and periodically thereafter as prescribed by the Commissioner of Education.~~
 2. The Board will create a plan, to be implemented not later than July 1, ~~2017,~~ 2018 requiring the training of ~~all school professionals, paraprofessional staff members and administrators by~~ regarding the proper means of ~~physically restraining or secluding a~~ physical restraint or seclusion of a student, including, but not limited to:
 - a. a. Verbal defusing and de-escalation;
 - b. Prevention strategies;
 - c. Various types of physical restraint and seclusion;
 - d. The differences between life-threatening physical restraint and other varying levels of physical restraint;
 - e. The differences between permissible physical restraint and pain compliance techniques; and
 - f. Monitoring methods to prevent harm to a student who is physically restrained or in seclusion, including training in the proper means of physically restraining or secluding a student.
 - g. Recording and reporting procedures on the use of physical restraint and seclusion.

Crisis Intervention Teams

~~By July 1, 2015, and~~ For the school year commencing July 1, 2017 and each school year thereafter, the Board requires each school in the District to identify a crisis intervention team. Such team shall consist of ~~school professionals, paraprofessional staff members and administrators trained in the use of physical restraint and seclusion.~~ any teacher, administrator, school professional or other school employee designated by the school principal and who has direct contact with student and trained in the use of physical restraint and seclusion.

Such teams shall respond to any incident in which the use of physical restraint or seclusion may be necessary as an emergency intervention to prevent immediate or imminent injury to a student or to others.

Each member of the crisis intervention team shall be recertified in the use of physical restraint and seclusion on an annual basis. The Board shall maintain a list of the members of the crisis intervention team for each school.

Dissemination of Policy

This policy and its procedures shall be made available on the District's website and in the Board's procedural manual. The policy shall be updated not later than sixty (60) days after the adoption or revision of regulations promulgated by the State Board of Education.

(cf. [4148/4248](#) - Employee Protection)

(cf. [5141.23](#) - Students With Special Health Care Needs)

(cf. [5144](#) - Use of Physical Force)

Legal Reference: Connecticut General Statutes

[10-76b](#) State supervision of special education programs and services.

[10-76d](#) Duties and powers of boards of education to provide special education programs and services.

[10-236b](#) Physical restraint and seclusion of students by school employees. (as amended by PA 17-220)

[46a-150](#) Definitions. (as amended by PA 07-147)

[46a-152](#) Physical restraint, seclusion and use of psychopharmacologic agents restricted. Monitoring and documentation required.

[46a-153](#) Recording of use of restraint and seclusion required. Review of records by state agencies. Reviewing state agency to report serious injury or death to Office of Protection and Advocacy for Persons with Disabilities and to Office of Child Advocate. (as amended by P.A. 12-88)

[53a-18](#) Use of reasonable physical force or deadly physical force generally.

[53a-19](#) Use of physical force in defense of person.

[53a-20](#) Use of physical force in defense of premises.

[53a-21](#) Use of physical force in defense of property.

PA 07-147 An Act Concerning Restraints and Seclusion in Public Schools.

State Board of Education Regulations Sections 10-76b-5 through 10-76b-11.

Adopted: January 12, 2009

Revised: June 28, 2010

November 26, 2012

December 7, 2015

INSTRUCTION

Statewide Proficiency/Mastery Examinations

Each student enrolled in grades three through eight inclusive shall annually take a mastery examination or examinations that measures essential and grade appropriate skills in reading, writing or mathematics during any month of the school year. (Currently administered during the last 12 weeks of the school year.) Students enrolled in grade eleven shall annually take a nationally recognized college readiness assessment approved by the State Board of Education that measures essential and grade appropriate skills in reading, writing and mathematics.

Each student enrolled in grade five, eight, and ten (Grade 11, in lieu of Grade 10 beginning in the 2018-2019 school year) shall, annually, in March or April, take a state-wide mastery examination that measures essential and grade appropriate skills in science. The State Board of Education shall approve the provision and administration of all mastery examinations. All examinations shall take place during the regular school day.

Student scores on each component of the statewide tenth or eleventh grade state assessment may be included on the permanent record and transcripts for each eleventh grade student. For each eleventh grade student who meets or exceeds the statewide mastery goal level on any component of the mastery examination, shall have a certification of such mastery made on the permanent record and transcript and be provided a certificate of mastery for each such component.

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

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

~~Limited English proficient (LEP) students, including those also identified as requiring special education, who are in their first year of enrollment in a U.S. school and have been in attendance for one school year or less may be permitted to be exempt from one administration of the reading/language arts portion of the mastery examination. These students must take the Language Assessment Scales (LAS Links).~~

~~Limited English proficient students eligible for special education due to significant cognitive impairment must be tested, regardless of the one school year exemption option.~~

All English learners (ELs) including recently arrived, defined as those students whose initial entry date in a U.S. school is less than two years (24 months) prior to test administration are required to participate in all content areas of the state summative assessment.

All students identified as English Learners (EL) regardless of how long they have been enrolled in school shall take the mastery examination in all content areas (reading/language arts, mathematics, science). Scores on each component of the mastery examination for English learners who have been enrolled in school in this state or another state for fewer than twenty (20) school months shall not be used for the purposes of calculating the school accountability index as defined in C.G.S. 10-223e.

Scores from year 1 is ready to serve as a baseline for academic growth in Year 2. In year 3, the scores of recently arrived ELs will be included toward academic achievement and academic growth indicators in Connecticut's accountability system.

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

~~In compliance with federal law, out-of-level testing is not an option for students enrolled in special education.~~

Any alternate assessment of students enrolled in special education shall be available only to those students with significant cognitive disabilities. In compliance with federal law, out-of-level testing is not an option for students enrolled in special education. Students with significant cognitive disabilities in grades three through eight and eleven shall be assessed with the Connecticut Alternative Assessment in the English/language arts and mathematics. In science, eligible students with significant cognitive disabilities shall be assessed with the CMT/CAPT Skills Checklist/Science in grades five, eight and ten.

In compliance with federal law, out-of-level testing is not an option for students enrolled in special education.

The Board of Education recognizes that federal law requires full participation of all students on the state summative assessments, with a minimum standard for the participation rate of at least 95 percent of all students and all student groups for each subject. Further, the Board realizes there are consequences for districts and schools not meeting this participation role threshold on these state summative assessments.

(cf. [5121](#) - Examination/Grading/Rating)

(cf. [5125](#) - Student Records; Confidentiality)

(cf. [6146](#) - Graduation Requirements)

Legal Reference: Connecticut General Statutes

[10-14n](#) Statewide mastery examination. Conditions for reexamination. Limitation on use of test results. (as amended by PA 03-174 and PA 03-168 and PA 13-207), [Section 115 of PA 14-217, PA 15-238 and PA 17-14.](#)

[10-14o](#) Compensatory education grant. Financial statement of expenditures.

[10 14p](#) Reports by local and regional boards re instructional improvement and student progress.

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

[10-223e](#) Statewide education accountability plan.

PL 107-110 - Title I, 34 CFR Part 200

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

Adopted: November 10, 2003

Revised: July 13, 2009

May 26, 2015

January 11, 2016



Somers Board of Education Administrative Report

Title of Report: Pupil Services Focus: Three to Five Year Old Services (Early Start, Smart Start, NAEYC accreditation)

Board Meeting Date: October 23, 2017

Action

Report

Information

Discussion

Submitted by: Denise Messina, Director of Pupil Services

Executive Summary

BOE Obligation

- Free and Appropriate Education (FAPE)
- Least Restrictive Environment (LRE)
- Continuum of Services

Service for Three to Five Year Olds

EARLY START

Early Start: Integrated PreK

Somers Early Start PreK, a NAEYC accredited program, is located at Somers Elementary School. An integrated preschool program for children ages 3 to 5 who have been identified as eligible for special education services, the Somers Early Start preschool holds regularly-scheduled screenings where students who meet specific criteria are invited to serve as typically developing peer models for each class. Inclusion of children with diverse abilities is a rewarding experience for all involved.

The Preschool Curriculum Framework and Benchmarks for Children in Preschool Programs and The Preschool Assessment Framework developed by the State Department of Education provide a system for using standards in both planning curriculum and assessing children's progress that the Somers Early Start Preschool endorses. The curriculum is literacy-based and provides a framework for learning that encompasses all areas of a child's development: cognitive, social and emotional, communication and language, sensorimotor, self-help and creative expression. A multidisciplinary team comprised of a special education/early childhood



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teacher; speech/language, occupational and physical therapists; and paraeducators support the preschool curriculum.

The mission of Somers Early Start Preschool is to provide a challenging and nurturing learning environment where all children are empowered to develop their unique talents and are prepared to contribute in an increasingly more complex world.

National Association for the Education of Young Children Accreditation
(NAEYC: <http://naeyc.org/>) accreditation.

Early Start National Association for the Education of Young Children accreditation.
(NAEYC: <http://naeyc.org/>)

Our Early Start PreK is a NAEYC approved program. Like NEASC, NAEYC is an accreditation process, based on fidelity of high quality standards, for programs that educate young children. While NAEYC accreditation is not required of private or public preschool programs it sets a standard for highly qualified programs. In public schools, we must meet standards set by the State Office of Early Childhood (OEC) and the Connecticut Department of Education (CSDE). The NAEYC accreditation is an additional and optional credential.

NAEYC has a commitment to improvement in the quality of early learning programs and teacher practice. NAEYC accreditation helps teachers and other staff at early learning programs develop a shared understanding and commitment to quality. Research shows a direct correlation between high-quality early learning and children's positive long-term outcomes in life, including increased educational attainment, healthier lifestyles, and more successful careers. As a four-step process that involves self-study, self-assessment, candidacy, and meeting and maintaining accreditation over a five-year period, NAEYC is the gold standard. NAEYC accreditation of our Early Start PreK program was a criteria to receive the Smart Start Grant (expanding our district PreK options to a full day PreK program).

Our Somers Early Start NAEYC 5 year accreditation is due fall 2017. Self study began Spring 2017 under the Early Start teacher (Jackie Shea, on family leave 2017-2018). The NAEYC accreditation process requires administrators, staff and families all participate in the process. Programs are required to meet standards grouped into 10 areas: relationships with children, curriculum, teaching approaches, child assessment, nutrition and health, staff qualifications, relationship with children's families, relationship with the community, physical environment, and program leadership and management.

Denise Messina, Director of Pupil Services and Jennifer Oliver, SES Principal have collaborative monitoring and oversight of the NAEYC accreditation application. The last part of the accreditation process is an "unannounced site visit" with inspection of site and the gathered documentation and reports as evidence of meeting standards. The window of time for the site



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visit is 10/2 - 10/20. We receive one day notice. At the end of the site visit, we receive an informal summary of findings. NAEYC then follows up with a formal written report within 3 months.

SMART START

Smart Start was created during the 2014 legislative session with the intent of expanding preschool statewide in public school settings through competitive grant funding through the Office of Early Childhood (OEC). Vision of OEC: Each child is surrounded by a strong network of nurturing adults, who deeply value the importance of the first years of a child's life and have the skills, knowledge, support and passion to meet the unique needs of every child. All young children in Connecticut are safe, healthy, learning, and thriving.

Eligible public schools receiving grant funds are those that meet unmet need criteria as defined by the Office of Early Childhood: 50% of the spaces to children who qualify for free and reduced price lunches. Director of Pupil Services (Denise Messina) and Somers Elementary School Principal (Jennifer Oliver) identified the need to expand PreK programming options for PreK students on IEPs (2016 - 2017). Smart Start RFP initial year (2017-2018) allows for one time capital improvement (Somers received 48K) and operating costs up to 75K (based on enrollment of 15 - 18 children per classroom). Operating cost of 75K to be annually renewed with subsequent grant applications.

Smart Start Status Update

- Classroom
- Staff
- Students



Somers Board of Education Administrative Report

Title of Report: Enrollment Update

Board Meeting Date: October 23, 2017

Action
 Report
 Information
 Discussion

Submitted by: Brian P. Czapla

Enrollment - October 1, 2017

	<u>10/1/13</u>	<u>10/1/14</u>	<u>10/1/15</u>	<u>10/1/16</u>	<u>6-1-17</u>	<u>9-1-17</u>	<u>10-1-17</u>
Preschool	25	22	20	31	35	31	34
Kindergarten	72	89	73	75	77	94	95
Grade 1	98	72	87	83	85	85	85
Grade 2	114	100	80	93	95	91	90
Grade 3	102	116	100	81	79	101	100
Grade 4	115	102	119	100	101	86	85
Grade 5	122	124	104	126	125	105	105
Grade 6	112	123	118	106	107	128	127
Grade 7	132	116	126	115	117	112	111
Grade 8	126	132	115	137	138	120	120
Grade 9	114	122	133	112	104	128	127
Grade 10	126	119	119	130	134	107	106
Grade 11	121	109	109	118	114	128	128
Grade 12	128	124	122	109	108	112	112
TOTAL	1507	1470	1425	1416	1419	1428	1425
SES	648	625	583	589	597	593	594
MBA	370	371	359	358	362	360	358
SHS	489	474	483	468	460	475	473
Vo-Ag	1	0	0	0	1	0	0
Cheney Tech	7	10	10	8	8	9	9
Magnet Schools	19	29	31	25	25	18	18
Special Ed Outside Placements	13	11	10	12	11	12	12



Somers Board of Education Administrative Report

Current Elementary Class Size

Grades	17-18 Enroll	17-18 Sections	Class Sizes						
Smart Start	9	1	9						
Early Start	25	2	12	13					
K	95	5	19	19	19	19	19		
1st	85	5	16	16	17	18	18		
2nd	90	6	15	15	15	15	15	15	
3rd	100	5	18	20	20	21	21		
4th	85	4	20	21	22	22			
5th	105	5	20	21	21	21	22		
TOTAL	594	33							

Future Enrollment Projections

	Actual									
	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27
K	95	67	94	73	85	93	101	110	119	130
1	85	102	72	101	78	91	99	108	118	128
2	90	92	110	78	109	85	99	108	117	127
3	100	93	95	114	81	113	87	102	111	121
4	85	102	95	97	117	83	115	89	105	114
5	105	89	107	99	102	122	87	121	93	109
K-5	560	546	574	562	572	586	588	637	663	729
6	127	104	88	106	99	101	121	86	120	93
7	111	129	106	89	108	100	102	123	87	121
8	120	116	134	110	93	112	104	107	128	91
6-8	358	349	328	306	299	313	327	315	335	305
9	127	116	112	130	106	90	109	101	103	124
10	106	123	112	108	126	103	87	105	98	100
11	128	103	119	109	105	122	100	84	102	94
12	112	124	99	115	105	102	118	97	82	99
9-12	473	465	443	462	442	416	414	387	384	416
K-12	1391	1360	1344	1330	1313	1315	1329	1339	1382	1450

=Based on Students already enrolled
 =Based on Children born but not yet enrolled
 =Based on Children not yet born



Somers Board of Education Administrative Report

Title of Report: 2018-19 Budget Calendar

Board Meeting Date: October 23, 2017

Action

Report

Information

Discussion

Submitted by: Brian P. Czapla

Executive Summary

Proposed budget development calendar for the 2018-19 school year. Actual dates are yet to be determined

Report

September 2017

- Leadership Team meets to discuss budget priorities
- Administrators engage staff in conversations to develop budget requests

October 2017

- Leadership Team electronically submits budget requests
- Central Office Budget Team meets with insurance broker, actuaries, pension investment committee to determine non-discretionary budget items

November 2017

- Superintendent meets with Leadership Team to review individual budget requests
- Central Office Budget Team meets with town officials to discuss budget climate and establish calendar.
- Central Office Budget Team prepares budget information for Superintendent's Proposed Budget

December 2017

- Superintendent presents preliminary budget update at Board of Education Meeting

January 2018

- Superintendent presents budget to Board of Education at first meeting
- Budget discussions and deliberations at the second BOE Meeting



Somers Board of Education Administrative Report

February 2018

- Board of Education approves final budget for Public Hearing
- Campus View developed and mailed

March

- Board of Education Public Hearing on Budget
- Board of Education Budget presented to Somers Board of Finance

April

- Board of Finance Public Hearing

May

- Annual Town Meeting
- Budget Referendum