

#1 BOE MEETING
Monday, September 10, 2018 7:00 PM
Board of Education Room, 4 Vision Boulevard, Somers, CT 06071

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. AWARDS AND RECOGNITIONS
 1. Teacher of the Year and ParaEducator of the Year will be honored
Stephanie Toney, Teacher of the Year and Liz Scanlon, Paraeducator of the Year both from SES
will be honored by the Board of Education.
4. APPROVAL OF MINUTES
 1. Draft Minutes of August 27, 2018 3
Draft Minutes of August 27, 2018
5. AUDIENCE TO CITIZENS/STAFF/STUDENTS
6. CORRESPONDENCE
7. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS
8. CONSENT AGENDA
 1. Warrant of 9/10/18 10
Warrant of 9/10/18 in the amount of \$265,621.16 for Board of Education consent.
 2. 2nd Warning on Somers DBS Policy 2120 16
Board to consent on 2nd Warning on Somers DBS Policy 2120 - to delete this policy
 3. 2nd Warning on Somers DBS Policy 2131- Appointment of Superintendent 17
2nd Warning on Somers DBS Policy 2131- Appointment of Superintendent
 4. 2nd Warning on Somers DBS Policy 2400 - Evaluation of Administrative Personnel 20
2nd Warning on Somers DBS Policy 2400 - Evaluation of Administrative Personnel
 5. 2nd Warning on Somers DBS Policy 4111 - Recruitment of Personnel 21
2nd Warning on Somers DBS Policy 4111 - Recruitment of Personnel
 6. 2nd Warning on Somers DBS Policy 5113.2 - Student attendance 24
2nd Warning on Somers DBS Policy 5113.2 - Student attendance
 7. 2nd Warning on Somers DBS Policy 5114 - Students - Suspension and Expulsion 28
2nd Warning on Somers DBS Policy 5114 - Students - Suspension and Expulsion
 8. 2nd Warning on Somers DBS Policy 5141.4 - Reporting Abuse 44
2nd Warning on Somers DBS Policy 5141.4 - Reporting Abuse
 9. 2nd Warning on Somers DBS Policy 9030 - Bylaws of Board 49
2nd Warning on Somers DBS Policy 9030 - Bylaws of Board
 10. 2nd Warning on Somers DBS Policy 9123 - Bylaws of Board - Secretary of Board 51
2nd Warning on Somers DBS Policy 9123 - Bylaws of Board - Secretary of Board
 11. 2nd Warning on Somers DBS Policy 9125 - Bylaws of Board - Custodian of Monies 52
2nd Warning on Somers DBS Policy 9125 - Bylaws of Board - Custodian of Monies
9. NEW BUSINESS
 1. Approval of Caroline Gamble, Tutor at Somers High School
Approval of Caroline Gamble, Tutor at Somers High School
10. OLD BUSINESS
11. ADMINISTRATIVE REPORTS
 1. Mabelle B. Avery Middle School Building Goals 53
Mr. Clay Krevolin, Principal of Mabelle B. Avery Middle School will present the Board the Middle
School Building Goals
 2. Extended School Year Report 55
Dr. Denise Messina will present her report of the Extended School Year Program

3. Superintendent Goals for 2018-2019
Superintendent Goals for 2018-2019
 4. Superintendent Updates
Mr. Czaplak will present the Board with Updates.
12. COMMITTEE REPORTS
1. BUDGET
 2. CURRICULUM
 3. POLICY
 4. SALARY & NEGOTIATION
 5. PLANNING
13. OTHER
14. ADJOURNMENT

DRAFT

Somers Board of Education Meeting Minutes

August 27, 2018 7:00 PM

Board of Education Room

Attendance Taken at 7:01 PM:

Present Board Members: Sarah Bollinger (exited meeting at 7:37 – returned 7:44 p.m.), David Palmer, Bruce Devlin, Rick Lees, Jeremy Anderson, Anne Kirkpatrick

Absent Board Members: Barbara Capuano, Jan Martin, Kate McLellan

1. CALL TO ORDER

The regular meeting of the Board of Education was called to order at 7:02 p.m. by Chairman Devlin in the Mabelle B. Avery Board of Education meeting room.

2. PLEDGE OF ALLEGIANCE

3. AWARDS AND RECOGNITION

3.1. Introduction of the new Somers Elementary School's Assistant Principal, Melissa Mucci

Discussion: D. Senecal, SES Principal, introduced M. Mucci, the new SES Assistant Principal, to the BOE. Mrs. Senecal stated that Mrs. Mucci spent several years at SES as a Special Education teacher and filled in for herself as well as Dr. D. Messina. She worked as a Special Education Supervisor in East Hartford and has experience with Smart Start. She also helped to establish the FAB program at SES. Superintendent Czapla extended his congratulations.

4. APPROVAL OF MINUTES

4.1. Draft Minutes of July 9, 2018 meeting

Rationale: The Board to review and approve the Draft Minutes of July 9, 2018 meeting.

Motion Passed: The BOE Draft Minutes of the July 9, 2018 meeting passed with a motion by Jeremy Anderson and a second by Sarah Bollinger. **Passed 6-0**

5. AUDIENCE TO CITIZENS/STAFF/STUDENTS

6. CORRESPONDENCE

7. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS

8. CONSENT AGENDA

Motion Passed: Motion to approve the consent agenda in its totality, all 16 items, passed with a motion by David Palmer and a second by Anne Kirkpatrick.
Passed - 6 - 0

- 8.1. Retirement of Christine Hillebrecht, Gr 6 Language Arts Teacher at MBA on June 30, 2018**
- 8.2. Retirement of Donna Norige, the Media Specialist at Somers High School on July 13, 2018**
- 8.3. Resignation of Alexandra Maciolek, Somers High School Paraeducator on July 9, 2018.**
- 8.4. Resignation of Maria King, Math Intervention Tutor at Somers High on August 8, 2018 .**
- 8.5. Resignation of Robert Baillargeon, English Intervention Tutor at Somers High School on August 18, 2018**
- 8.6. 2nd Warning Board of Education Bylaws 9123**
Rationale: 2nd Warning Board of Education Bylaws 9123 - Secretary of the Board. Policy Committee will answer any questions Board Members have.
- 8.7. 2nd Warning - Board of Education ByLaw Standing Committees - 9132**
Rationale: 2nd Warning - Board of Education ByLaw Standing Committees - 9132 for the Board to review.
- 8.8. 2nd Warning Board of Education Bylaws 9230**
Rationale: 2nd Warning Board of Education Bylaws 9230 Orientation of Members. Policy Committee will answer any questions Board Members have.
- 8.9. 2nd Warning Board of Education Bylaws 9321**
Rationale: 2nd Warning Board of Education Bylaws 9321 Time/Place/Notification of Meetings. Policy Committee will answer any questions Board Members have.
- 8.10. 2nd Warning Board of Education Bylaws 9321.1**
Rationale: 2nd Warning Board of Education Bylaws 9321.1 Meetings. Policy Committee will answer any questions Board Members have.
- 8.11. 2nd Warning Board of Education Bylaws 9321.2**
Rationale: 2nd Warning Board of Education Bylaws 9321.2 Notification. Policy Committee will answer any questions Board Members have.
- 8.12. 2nd Warning Board of Education Bylaws 9326.1**
Rationale: 2nd Warning Board of Education Bylaws 9326.1 Minutes. Policy Committee will answer any questions Board Members have.
- 8.13. 2017-18 Budget Transfers**
- 8.14. Warrant of July 20, 2018**
Rationale: Warrant of July 20, 2018 in the amount of \$61,774.39
- 8.15. Warrant of 7/26/18**

Rationale: Warrant of 7/26/18 in the amount of \$648,792.64

8.16. Warrant of 8/27/18

Rationale: Warrant of 8/27/18 in the amount of \$382,749.45

9. NEW BUSINESS

9.1. Teacher Evaluation Plan

Rationale: State has given their approval of the Somers Teacher Evaluation Plan. Now, the Board has to review and give their approval.

Discussion: Superintendent Czaplá introduced Dr. I. Zytka, Director of Curriculum, to discuss the amended Teacher Evaluation document. The administration and staff met as a group throughout the year to work on streamlining the verbiage. There have been two major changes. First, tenured teachers who have received proficient or above scores may be formally observed once every three years. There is always the option to perform more frequent formal evaluations with tenured teachers. The second change involved creating a chart for observations with staff hired during mid-year or part-time.

Motion Passed: Motion to accept the revised system for Educator Evaluation and Development passed with a motion by Anne Kirkpatrick and a second by Sarah Bollinger. **6 Yeas - 0 Nays.**

9.2. 1st warning - Somers DBS Policy 2120 - Organizational Chart - to delete policy

Rationale: 1st warning - Somers DBS Policy 2120- Organizational Chart - to delete policy. Board Policy Committee will answer any questions on the policy.

Discussion: Questions may be directed to A. Kirkpatrick or another member of the Policy Committee.

9.3. 1st warning - Somers DBS Policy - 2131 - Superintendent of School

Rationale: 1st warning - Somers DBS Policy - 2131 - Superintendent of School. Board Policy Committee members will answer any questions members might have.

Discussion: Questions may be directed to A. Kirkpatrick or another member of the Policy Committee.

9.4. 1st Warning on Somers Policy DBS 2400 - Evaluation of Admins. Personnel

Rationale: 1st Warning on Somers Policy DBS 2400 - Evaluation of Admins. Personnel Board Policy Committee members will answer any questions members might have.

Discussion: Questions may be directed to A. Kirkpatrick or another member of the Policy Committee.

9.5. 1st Warning on Somers Policy DBS 9030 -Board/Staff Communications

Rationale: 1st Warning on Somers Policy DBS 9030 -Board/Staff Communications. Board Policy Committee members will answer any questions members might have.

Discussion: Questions may be directed to A. Kirkpatrick or another member of the Policy Committee.

9.6. 1st Warning Somers Policy DBS 9123 - Secretary of the Board

Rationale: 1st Warning Somers Policy DBS 9123 - Secretary of the Board Board Policy. Committee members will answer any questions members might have.

Discussion: Questions may be directed to A. Kirkpatrick or another member of the Policy Committee.

9.7. 1st Warning Somers Policy DBS 9125 - Custodian of Moneys - to delete

Rationale: 1st Warning Somers Policy DBS 9125 - Custodian of Moneys to delete Board Policy Committee members will answer any questions members might have.

Discussion: Questions may be directed to A. Kirkpatrick or another member of the Policy Committee.

9.8. 1st Warning on Somers Policy DBS 5114 - Suspension and Expulsion

Rationale: 1st Warning on Somers Policy DBS 5114 - Suspension and **Expulsion.** Board Policy Committee members will answer any questions members might have.

Discussion: Questions may be directed to A. Kirkpatrick or another member of the Policy Committee.

9.9. 1st Warning on Somers Policy DBS 5141.4 - Reporting by Mandated Reporters

Rationale: 1st Warning on Somers Policy DBS 5141.4 - Reporting by Mandated Reporters . Board Policy Committee will answer any questions on the policy.

Discussion: Questions may be directed to A. Kirkpatrick or another member of the Policy Committee.

9.10. 1st Warning Somers Policy DBS 4111/4211 - Recruitment and Selection

Rationale: 1st Warning Somers Policy DBS 4111/4211 Recruitment and Selection Board Policy Committee will answer any questions on the policy.

Discussion: Questions may be directed to A. Kirkpatrick or another member of the Policy Committee.

9.11. 1st Warning Somers Policy DBS 5113.2 - Truancy

Rationale: 1st Warning Somers Policy DBS 5113.2 - Truancy Board Policy Committee will answer any questions on the policy.

Discussion: Questions may be directed to A. Kirkpatrick or another member of the Policy Committee.

10. OLD BUSINESS

10.1. 2nd Warning of 2019-2020 CIP Requests

Rationale: 2nd Warning of 2019-2020 CIP Requests

Motion Passed: Motion to accept the recommendations as presented passed with a motion by David Palmer and a second by Jeremy Anderson. **6 Yeas - 0 Nays.**

11. ADMINISTRATIVE REPORTS

11.1. Somers Elementary Building Goals

Rationale: Somers Elementary Building Goals will be presented by Mrs. Dina Senecal, Principal.

Discussion: Superintendent Czapla introduced Mrs. D. Senecal, SES Principal, to update the BOE on SES building goals. Mrs. Senecal stated that while the focus still continues to be on literacy and math, she wants to emphasize focusing on the necessary changes rather than focusing on the results. The Fall data has not been completed; therefore, there were no concrete numbers to report. The changes in Literacy, Math, and Social Emotional Learning were outlined in her attachment.

11.2. SBAC/NGSS Test Results

Rationale: Dr. Irene Zytka, Curriculum Director, will present a summary of the SBAC/NGSS Test Results.

Discussion: Dr. I. Zytka, Director of Curriculum, discussed the overall performance of the Spring 2018 SBAC scores. She has not yet received individual student reports or class data. Fifth grade ELA SBAC scores increased whereas grades 3, 4, 6, 7, and 8 dipped. There were a couple of dips in Math SBAC scores in grades 3 and 6. Dr. Zytka has been working with the administration to see where students have not been performing as well. Once more data arrives, Dr. Zytka and staff will be able to see where improvements are needed. Superintendent Czapla explained to the BOE that he provided a list of questions to Dr. Zytka to research. Dr. Zytka stated that the timing of the tests is a factor. SBAC, MAP testing, and the NGSS field test were all given in the same timeframe. MAP and SBAC scores do not correlate. Dr. Zytka stated that students must be taught the information that they will be tested on in SBAC. She reported that the State has come out with a guide that looks at how SBAC scores are interpreted. She will share this with the administrators once she has read through it. The NGSS field test was performed in March. No results will be shared with participating districts. There were the same number of families who opted out of testing at MBA as well as SES.

11.3. Student Activity Report

Rationale: Mr. Boutwell will be here to answer any questions on the Student Activity accounts.

Discussion: There were no questions for Mr. Boutwell.

11.4. New Hires

Rationale: Attached is a list of New Hires for Somers Public Schools for the 2018-2019 year.

Discussion: Superintendent Czapla reported that there are a total of about 35 new hires. There were various reasons and/or circumstances for the number of staff who left; however, they did not leave because they were unhappy. A. Kirkpatrick said she is impressed with the new staff's experience.

11.5. Strategic Planning

Rationale: The Superintendent will discuss Strategic Planning

Discussion: Superintendent Czapla reminded the BOE that he wanted a year before revising Strategic Planning in order to better understand the district. He stated that what we do in the district ensures and improves students' success. He stated that since this process is going to be a major introspection, he hired a facilitator from EdVance, Mr. Jonathan Costa. The planning committee will consist of administrators, at least two teachers from each school, two members from the BOE, parents, a representative from the Town of Somers, and a member of SEF. Chairman Devlin nominated J. Anderson and A. Kirkpatrick stating that they would be a natural fit. Any Board member is invited. The new instructional strategic plan will be a roadmap for the next five years consisting of six Somers core values to build upon. Once completed, the Strategic Plan will be put in front of the BOE for approval. Updates will be provided throughout the process.

11.6. Superintendent Update

Rationale: The Superintendent will update the Board on recent events including a Back-to-School update.

Discussion: Superintendent Czapla updated the BOE regarding the bond for the long-range facilities plan. He stated that the town is looking to move towards issuing the bond for \$6 million for SPS. CIP unanimously moved the bond request for SPS long-range facilities plan on to the Board of Selectmen who then moved it to the BOF. If approved by the BOF, it will be sent to referendum. There will be an informational town meeting. The track continues to be of high priority. We are looking to develop an outdoor athletic facility at the bottom of the hill from the SHS cafeteria that will consist of a regulation-size track; a regulation-size field for sports such as soccer, lacrosse, and field hockey; installed lights; and bleachers. Superintendent Czapla stated that Convocation Day went very well with great enthusiasm. Teachers and Paraprofessionals have Professional Development on 8/28/18. He also reported to the BOE that a Kindergarten teacher resigned very recently and that Mrs. Senecal and Mrs. Mucci have already hired someone with a plan in place to distribute students at the beginning of the school year to veteran teachers who will have additional classroom support until the new hire starts. All parents have been notified. Substitute teachers went through half-day training regarding a certain number of topics. Monitors have also been through training which will be ongoing. There are also two new SRO's who will divide their time equally.

12. COMMITTEE REPORTS

12.1. BUDGET

No report.

12.2. CURRICULUM

No report.

12.3. POLICY

Discussion: A. Kirkpatrick stated that the next meeting will be held on 9/10/18 at 6 p.m.

12.4. SALARY & NEGOTIATION

Discussion: D. Palmer reported that he met with the group this evening to discuss the consensus on investment strategy. There will be a presentation to the BOE twice a year.

12.5. PLANNING

Discussion: As previously mentioned under agenda item 11.6.

13. OTHER

Discussion: Chairman Devlin commented on the exceptionally heartwarming and inspirational Convocation Day. He stated it was a beautiful way to start the school year. A. Kirkpatrick commented that staff were genuinely excited to be back. B. Boutwell stated that it was evident that the staff has had a positive reaction to Superintendent Czapl's first year, and they feel good with the leadership in the district as well as the future of the district.

14. ADJOURNMENT

Motion Passed: Motion to **adjourn at 8:15 p.m.** passed with a motion by Sarah Bollinger and a second by Anne Kirkpatrick. **6 Yeas - 0 Nays.**

Rick Lees, Board of Education Secretary Date

Shannin Burns, BOE Recording Secretary

Somers Board of Education General Budget Treasury Warrant

Report # 53615

Check Batch: 20876
 Check Header: (N / A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
 Cash Account Numbers: (First) - (Last)
 Bank Account Code: (N/A)
 Check Authorization Code: AP GB
 Minimum Check Amount: \$0.00
 Sorted By:
 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

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

Date:


9/6/18

 William B. Boutwell, Director of Business Services

20876	15649	09/10/2018	V01035	A W Gifford, Inc.	0.00	24.16
	15650	09/10/2018	M53804	AAA Pavement Marking, LLC	0.00	1,281.56
	15651	09/10/2018	V02129	Sonitrol New England	0.00	331.50
	15652	09/10/2018	V61397	All-Phase Electric Supply Co.	0.00	8.64
	15653	09/10/2018	V52404	Allstate Fire Equipment	0.00	950.00
	15654	09/10/2018	V52670	SYNCB/AMAZON	0.00	4,412.20
	15657	09/10/2018	V60064	Angeloni Refrigeration, Inc.	0.00	374.00
	15658	09/10/2018	V60040	Anthem Life Insurance Company	0.00	2,087.72
	15659	09/10/2018	V00282	Atwood Fire & Security	0.00	196.94
	15660	09/10/2018	V61093	Bad Ass Tools LLC	0.00	11,099.17
	15661	09/10/2018	V52478	Bart Truck Equipment LLC.	0.00	54.42
	15662	09/10/2018	V61004	Blue Wave Printing & Display Inc	0.00	42.05
	15663	09/10/2018	V60677	Capital Soap Products, LLC	0.00	166.01
	15664	09/10/2018	V60025	CCP Industries	0.00	214.08
	15665	09/10/2018	V61309	PC Parts Plus LLC	0.00	3,362.30
	15666	09/10/2018	V53390	CIRMA	0.00	51,428.80
	15667	09/10/2018	V02474	Connecticut Radio, Inc	0.00	1,695.00
	15668	09/10/2018	V60534	Creative Teaching Press	0.00	85.80
	15669	09/10/2018	V00204	CREC	0.00	9,147.44
	15670	09/10/2018	V60334	CREC-HASA	0.00	350.00

Somers Board of Education General Budget Treasury Warrant

Report # 53615

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	15671	09/10/2018	V60390	Cummins Power Systems, LLC	0.00	2,769.59
	15672	09/10/2018	V60709	DBS Financial Services LLC	0.00	2,933.60
	15673	09/10/2018	V60918	eBackpack, Inc	0.00	487.50
	15674	09/10/2018	V00605	Electrical Wholesalers	0.00	573.00
	15675	09/10/2018	V52317	Ellington Board of Education	0.00	14,237.78
	15676	09/10/2018	V60763	Ellington Printery, The	0.00	425.00
	15677	09/10/2018	V61464	Enfield Transit Mix, Inc	0.00	467.00
	15678	09/10/2018	V00159	Eversource Energy	0.00	5,016.12
	15679	09/10/2018	V54168	First Student, Inc	0.00	5,702.00
	15680	09/10/2018	V60968	Fletcher Sewer & Drain, Inc	0.00	200.00
	15681	09/10/2018	V02186	Flinn Scientific, Inc.	0.00	17.00
	15682	09/10/2018	V60951	Follett School Solutions, Inc	0.00	1,059.78
	15683	09/10/2018	V60719	Global Datebooks	0.00	1,605.74
	15684	09/10/2018	V61324	Global Site Services	0.00	150.00
	15685	09/10/2018	V00511	Grainger	0.00	442.46
	15686	09/10/2018	V60804	Granite City Electric Supply	0.00	66.36
	15687	09/10/2018	V21177	Home Depot CRC	0.00	446.01
	15688	09/10/2018	V60561	Infoshred, LLC	0.00	59.25
	15689	09/10/2018	V52848	Intensive Education Academy, Inc.	0.00	22,766.25
	15690	09/10/2018	V02625	K & S Distributors	0.00	6,950.72
	15691	09/10/2018	V00039	Leonards Auto Parts Co.	0.00	236.28
	15692	09/10/2018	E00845	Maurice, Kelly	0.00	110.00
	15693	09/10/2018	V02321	Midstate Battery	0.00	109.55
	15694	09/10/2018	V61459	Mobile Defenders	0.00	4,779.74
	15695	09/10/2018	V21005	MSC Industrial Supply Co.	0.00	34.39
	15696	09/10/2018	V61139	Newsela	0.00	9,263.00
	15697	09/10/2018	V60097	Paxton/Patterson LLC	0.00	1,018.40
	15698	09/10/2018	V53849	NCS Pearson, Inc.	0.00	140.85
	15699	09/10/2018	V00206	Pearson Education, Inc.	0.00	1,160.71
	15700	09/10/2018	V53914	Pitney Bowes, Inc.	0.00	105.00
	15701	09/10/2018	V52686	Plimpton & Hills	0.00	91.66
	15702	09/10/2018	V52074	Really Good Stuff, Inc.	0.00	119.94
	15703	09/10/2018	V01292	School Specialty, Inc.	0.00	2,916.74
	15704	09/10/2018	V02325	Sheffield Pottery, Inc.	0.00	962.00
	15705	09/10/2018	V51324	Sherwin-Williams Co., The	0.00	1,102.36
	15706	09/10/2018	V60911	SHI International Corp	0.00	48,000.00
	15707	09/10/2018	V61387	Shipman & Goodman, LLP	0.00	4,876.00

Somers Board of Education General Budget Treasury Warrant

Report # 53615

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	15708	09/10/2018	V60940	Sid Harvey Industries, Inc	0.00	21.18
	15709	09/10/2018	V60026	Signarama	0.00	217.00
	15710	09/10/2018	E00311	Smith, Cathleen	0.00	28.23
	15711	09/10/2018	V60700	Social Thinking Publishing	0.00	108.88
	15712	09/10/2018	V61361	Springfield JCC	0.00	2,200.00
	15713	09/10/2018	V61076	Teachers Synergy, LLC	0.00	37.97
	15714	09/10/2018	V51174	Therapro, Inc.	0.00	397.50
	15715	09/10/2018	V60288	Tri-Point Products	0.00	43.90
	15716	09/10/2018	M53099	Tull Brothers, Inc.	0.00	471.50
	15717	09/10/2018	V60869	Twin State Turf Farm, Inc	0.00	1,800.00
	15718	09/10/2018	V53987	U.S. Bank Equipment Finance, Inc	0.00	2,150.80
	15719	09/10/2018	M53030	United Rentals	0.00	2,856.31
	15720	09/10/2018	V02758	University of Saint Joseph	0.00	5,800.00
	15721	09/10/2018	V21164	Unum Life Insurance Company of America	0.00	3,265.31
	15722	09/10/2018	V61140	Van Pool Transportation LLC	0.00	14,790.00
	15723	09/10/2018	V54059	Verizon Wireless	0.00	633.10
	15724	09/10/2018	V60464	VEX Robotics Inc	0.00	79.92
	15725	09/10/2018	V53413	W. B. Mason Co., Inc.	0.00	1,175.18
	15726	09/10/2018	V61445	Willie Ross School of the Deaf, The	0.00	460.00
	15727	09/10/2018	V60352	Yankee Sheet Metal, Inc.	0.00	68.28
	15728	09/10/2018	E00233	Zytka, Dr. Irene	0.00	302.53
Totals:					0.00	\$265,621.16

78 Checks Listed.

Somers Board of Education General Journal Register

Report # 53614
Batch: 20862
Transaction: N/A
Show Summary Only: Yes

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
20862	\$265,621.16	Posted	Lbergamini	09/04/2018	Lbergamini	09/06/2018

General Ledger Distribution Summary						
Period, Fiscal Year	Account Number	Account Description	DTF Base	Over Budget	Debits	Credits
September, 2019						
Generated Distributions						
	10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			186,326.70	0.00
	10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	186,326.70
		Total Generated Distributions			\$186,326.70	\$186,326.70
User-Entered Distributions						
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			15.00	0.00
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	265,636.16
	10-100-2-2-02-242-611-01-5-00161	K-5 - ART SUPPLIES			150.75	0.00
	10-100-2-2-14-241-611-01-5-00155	K-5 - GENERAL SUPPLIES			4,263.00	0.00
	10-100-2-2-14-242-611-01-5-00799	K-5 - SECOND GRADE SUPPLIES			85.80	0.00
	10-100-2-2-18-242-611-01-5-00187	K-5 - MATH SUPPLIES			509.93	0.00
	10-100-2-2-20-242-611-01-5-00169	K-5 - MUSIC SUPPLIES			409.93	0.00
	10-100-2-2-22-242-611-01-5-00193	K-5 - PHYSICAL ED SUPPLIES			138.94	0.00
	10-100-2-2-27-242-611-01-5-00904	K-5 - REMEDIAL READING SUPPLY			99.90	0.00
	10-100-2-2-28-242-611-01-5-00202	K-5 - SCIENCE/HEALTH SUPPLIES			293.66	0.00
	10-100-2-2-30-242-611-01-5-00208	K-5 - SOCIAL STUDIES SUPPLIES			303.54	0.00
	10-100-2-2-52-242-611-01-5-01676	K-5 - MEDIA SUPPLIES			51.05	0.00
	10-100-2-4-02-242-611-01-5-00165	HS - ART SUPPLIES			811.25	0.00
	10-100-2-4-12-242-611-01-5-00183	HS - TECHNOLOGY ED SUPPLIES			767.57	0.00
	10-100-2-4-14-241-611-01-5-00159	HS - GENERAL SUPPLIES			173.16	0.00
	10-100-2-4-18-220-641-01-5-00127	HS - MATH TEXTBOOKS		Yes	1,160.71	0.00
	10-100-2-4-28-242-611-01-5-00206	HS - SCIENCE SUPPLIES			17.00	0.00
	10-100-2-5-14-241-611-01-5-00873	SW - GENERAL COMPUTER SUPPLIES			867.80	0.00
	10-100-8-2-66-910-730-01-5-00603	K-5 CAPITAL OUTLAY			352.05	0.00
	10-100-8-5-66-910-730-04-5-00843	SW - CAPITAL OUTLAY TECHNOLOGY			45,510.00	0.00
	10-120-9-9-98-242-611-01-5-01678	K-5 - FAB SUPPLIES			206.55	0.00
	10-120-9-9-98-243-611-01-5-01002	SP ED - TESTING			443.35	0.00
	10-120-9-9-98-955-330-02-5-01142	SPED - CONSULTANT FEES			460.00	0.00
	10-210-2-4-32-242-611-01-5-01677	HS - PBIS SUPPLIES			425.00	0.00
	10-210-2-5-32-242-611-01-5-01681	SW - PBIS SUPPLIES			465.75	0.00
	10-214-2-3-56-242-611-07-5-01027	SW - SCHOOL PSYCHOL. SUPPLIES			108.88	0.00

Somers Board of Education General Journal Register

Report # 53614

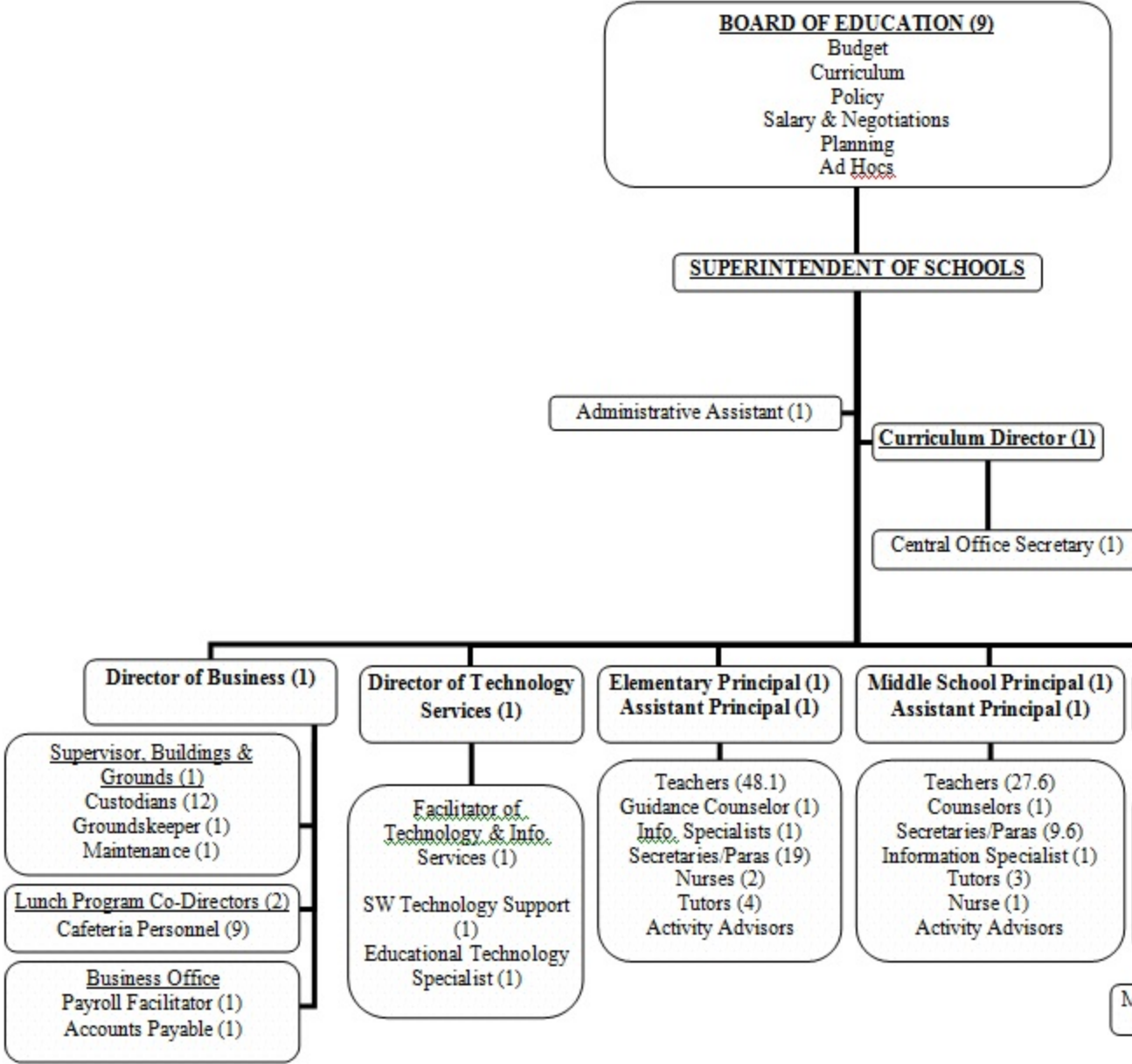
Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
20862	\$265,621.16	Posted	Lbergamini	09/04/2018	Lbergamini	09/06/2018
		K-5 - ELECTRICITY			4,450.93	0.00
		MA - ELECTRICITY			3,498.79	0.00
		SW - MAINTENANCE CONTRACTS			3,916.53	0.00
		PROPERTY/LIABILITY INSURANCE			16,875.00	0.00
		SP ED - TRANSPORTATION AIDE			1,246.00	0.00
		SP ED - ADDITIONAL MILEAGE			19,246.00	0.00
		HS - ATHLETIC TRIPS			214.08	0.00
		LIFE AND AD&D INSURANCE			2,087.72	0.00
		L.T.D.			3,265.31	0.00
		WORKER'S COMPENSATION			28,507.44	0.00
		UMBRELLA LIABILITY INSURANCE		Yes	3,550.00	0.00
		SPED - CREC RIVER STREET			7,596.30	0.00
		SP ED - TUITION			46,555.17	0.00
				Total User-Entered Distributions	<u>\$265,651.16</u>	<u>\$265,651.16</u>
				Total for September, 2019	<u>\$451,977.86</u>	<u>\$451,977.86</u>
				Grand Total for Batch # 20862	<u>\$451,977.86</u>	<u>\$451,977.86</u>

322 Transactions Listed.

Recommend deleting this policy

regulation 2100 will be established which requires an annual report to the BOE.

SOMERS PUBLIC SCHOOLS - 2015 ORGANIZATIONAL CHART



ADMINISTRATION

Superintendent of Schools

Appointment

The appointment of a Superintendent is a Board of Education (Board) responsibility. The Board may seek the advice and counsel of interested individuals or of an advisory committee, and it may choose consultants to assist in the selection. However, final selection shall rest with the Board after thorough consideration of qualified applicants.

The Board will, by majority vote, elect and fix the term of office (not to exceed three (3) years) and the salary of the Superintendent who shall serve as executive officer of the Board and who shall have authority and responsibility for the supervision of the school system.

The Board must submit the name and address of the candidate who accepts the election as a new Superintendent to the Commissioner of Education within seven (7) days of the decision.

The Commissioner of Education shall inform the Board, in writing, of the certification status of the candidate, within fourteen (14) days after receiving the name of the candidate from the Board.

The Board will not allow a Superintendent to assume the duties and responsibilities of the position until the Commissioner of Education provides written confirmation to the Board that the person to be employed is properly certified. In addition, the Board may require qualifications in addition to those prescribed by the State Board of Education.

Acting Superintendent Appointment

The Board may employ an Acting Superintendent, properly certified or not, for a probationary specified period, not to exceed one school year, with the approval of the Commissioner of Education. Such time may be extended by the Commissioner for good cause shown. During such probationary period, the Acting Superintendent shall assume all duties of the Superintendent for the time specified and shall successfully complete a school leadership program, approved by the State Board of Education, offered at a public or private institution of higher education in the State. At the conclusion of the probationary period, the Board may request the Commissioner of Education to grant a waiver of certification for the Acting Superintendent, allowing the Board, if desired, to appoint the Acting Superintendent as the District's permanent Superintendent.

Contract

At the time of employment or reemployment, the Board shall provide a written contract of employment which shall include, but not be limited to, salary, employment benefits, and term of office of such Superintendent.

The Board believes that the legislation of policies is the most important function of a Board of Education, and that the execution of the policies should be the function of the Superintendent.

~~Note: The Commissioner may waive certification for a school superintendent who (1) has at least three years of experience in the past ten years as a certified administrator with a superintendent certificate issued by another state, or (2) has successfully completed the probationary period as an acting superintendent and the Commissioner deems the individual to be exceptionally qualified for the position of superintendent.~~

Duties and Responsibilities

The Superintendent shall be the chief executive officer of the Board and the administrative head of all District schools. As such, he/she shall comply with all statutes and regulations as prescribed by law, will delegate authority for the operation of various segments of the school system, and shall be responsible to the Board for the results produced. Specific responsibilities are outlined in the job description.

Qualifications and Responsibilities

By its nature, the position of Superintendent is an exacting position. In addition to the minimum duties specifically set forth by the Board, the Superintendent shall be of good character and of unquestionable morals and integrity; shall possess good judgment and common sense along with the ability to think clearly and independently, relying on facts instead of prejudices; shall demonstrate business and educational acumen and leadership; shall be able and willing to accept responsibility for his actions and be able and willing to delegate authority to others, accepting appropriate responsibility for their actions. The Superintendent shall have a strong personality and a capacity for maintaining the respect of educational leaders in neighboring towns and throughout Connecticut.

Superintendent Evaluation

Annually, the Board will evaluate the Superintendent in accordance with guidelines and criteria mutually determined and agreed upon by both the Board and the Superintendent.

Legal Reference: Connecticut General Statutes

10-157 Superintendents. Relationship to local or regional board of education; written contract of employment, evaluation of superintendent by board of education, (as amended by P.A. 12-116, An Act Concerning Educational Reform)

[10-222](#) Reports to state board of education.

Adopted: September 8, 2008

Revised: October 9, 2012

ADMINISTRATION

Evaluation of Administrative Personnel

~~The Board of Education will formally evaluate the Superintendent each year in accordance with guidelines and criteria mutually agreed to by the Board and the Superintendent.~~

The Superintendent will evaluate annually the performance of all administrative personnel directly responsible to him/her and make recommendations regarding their employment and salary status to the Board of Education.

Evaluations of administrators shall be conducted in accordance with the guidelines of the State Board of Education and such other guidelines as are mutually agreed upon by the Board and the “teacher’s representative” under the Teacher Negotiations Act. Further, claims of failure to follow such guidelines shall be subject to the grievance procedure in collective bargaining agreements negotiated subsequent to July 1, 2004.

The Board of Education shall evaluate the Superintendent at least once a year.

Legal Reference: Connecticut General Statutes

[10-151a](#) Access of teacher to supervisory records and reports in personnel file.

[10-151b](#) Evaluation by superintendents of certain educational personnel. (amended by PA 04-137, An Act Concerning Teacher’s Evaluations)

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

[10-220a\(b\)](#) Inservice training. Professional development. Institutes for educators. Cooperating and beginning teacher programs, regulations.

Adopted: September 8, 2008

PERSONNEL - CERTIFIED AND NONCERTIFIED:

Recruitment and Selection

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

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

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

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

Hiring of Retired Teachers

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

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

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

assigned position. Any certified educator who receives in excess of such amount shall reimburse the Board for the amount of such excess.

Commencing July 1, 2016, to June 30, ~~2018~~ [2020](#), the exemption from the limitation on the compensation of a reemployed certified educator apply to an educator who (A) is receiving retirement benefits from TRS based on thirty-four or more years of credited service, (B) is reemployed in a district designated as an alliance district (pursuant to C.G.S. [10-262u](#)), and (C) was serving in the district on July 1, 2015.

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

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

(cf. 0410 Affirmative Action)

Legal Reference: Connecticut General Statutes

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

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

[10-183v](#) Reemployment of teachers, as amended by P.A. 10-111, An Act Concerning Education Reform in Connecticut and P.A. 16-91, An Act Making Changes to the Teacher Retirement System, [PA 17-173 An Act Concerning Minor Revisions and Additions to the Education Statutes](#) and [PA 18-42 An Act Concerning a Provision Concerning Reemployment of Certain Teachers.](#)

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

[31-126](#) Unfair Employment Practices

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

Title IV Equal Employment Opportunities

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

34 C.F.R. 200.55 Federal Regulations

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

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

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

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

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

Concerning Education Reform in Connecticut.

Adopted: March 23, 1981

Revised: June 14, 1999

April 27, 2009

July 9, 2009

April 25, 2011

September 11, 2016

February 13, 2017

Deleting section on chronic absenteeism as this is redundant with SPS Policy 5113.

STUDENTS

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.

"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](#) 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

Recommended changes for item H.3 are at the bottom of page 8 (new text in blue)

Students

Suspension and Expulsion/Due Process

This policy is referenced in all student handbooks as well as included in the Board of Education Policy Manual available on the district website at www.somers.k12.ct.us

It is the goal of the Board of Education to ensure the safety and welfare of all students in attendance, and to maintain an atmosphere conducive to learning. In keeping with this goal, students are expected to comply with school rules and regulations, as well as Board policies. Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violates a publicized policy of the Board.

In working with students, emphasis shall be placed upon developing effective self-discipline as the most effective disciplinary approach.

An authorized member of the Administrative Staff may suspend a student whose conduct endangers persons or property or is seriously disruptive of the education process, or which violates a published policy of the Board of Education. (CGS [10-233c](#))

Suspension is exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. Suspensions shall be in-school suspensions unless the administration determines for any student in grades three through twelve inclusive, that the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student grades three through twelve inclusive shall be excluded from school during the period of suspension.

The Board of Education may expel any student whose conduct endangers persons or property or is seriously disruptive of the educational process, or violates a published policy of the Board, in accordance with CGS [10-233d](#).

Expulsion is exclusion from school privileges for any student in grades three through twelve inclusive for more than ten (10) consecutive school days and shall be deemed to include but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided that assignment to a regular classroom program in a

different school in the district shall not constitute a suspension or an expulsion. Such period of exclusion may extend to the school year following the school year in which the exclusion was imposed, up to one calendar year.

A. Definitions

1. "Exclusion" shall be defined as any denial of public school privileges to a student for disciplinary purposes.
2. "Removal" shall be defined as an exclusion from a classroom for all or a part of single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
3. "Emergency" shall be defined as a situation under which the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
4. "Days" is defined as days when school is in session.
5. "School-sponsored activity" is defined as any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property.
6. "Possess" means to have physical possession or otherwise to exercise dominion or control over tangible property.
7. "Deadly weapon" means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.
8. "Firearm" means 1) any weapon (including a starter gun) which will or is designed to or readily be converted to expel a projectile by the action of an explosive; 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm silencer; or 4) any destructive device. Firearm does not include any antique firearm. For purposes of this definition "destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or device similar to any of the weapons described herein.
9. "Vehicle" means a "motor vehicle" as defined in Section 14-1 of the Connecticut General Statutes, snow mobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.
10. "Martial arts weapon" means a nunchakum kama, kasari-fundo, octagon sai, tonfa or Chinese star.

11. "Dangerous Drugs and Narcotics" is defined as any controlled drug in accordance with Connecticut General Statutes §219-240.

B. Removal from Class

1. All teachers are hereby authorized to remove a student from class when such student causes a serious disruption of the educational process within the classroom.
2. Such teacher shall send the student to a designated area and shall immediately inform the building Principal or his/her designee as to the name of the student and the reason for removal.
3. No student shall be removed from class more than six (6) times in any year nor more than twice in one week, unless such student is referred to the Building Principal or his/her designee and granted an informal hearing in accordance with the provisions of this policy, as stated in G(3).

C. Exclusion from Co-Curricular and Extra-Curricular Activities

Participation in co-curricular and extra-curricular activities is a privilege and not an entitlement. Students involved in such programs are expected to follow all school rules and demonstrate good citizenship. Failure to do so may result in partial or complete exclusion from said activities and programs. Activities include, but are not limited to, athletic programs, musical or drama productions, clubs, field trips, and school trips out-of-state and abroad.

D. Suspension and Expulsion

1. A student may be suspended in-school or suspended out-of-school or expelled (grade three to twelve, inclusive) for conduct on school property or at a school-sponsored activity that endangers persons or property, is violative of a publicized policy of the Board, or is seriously disruptive of the educational process, including but not limited to one or more of the following reasons:
 - a. Conduct causing danger to the physical well-being of himself/herself or other people that is not reasonably necessary for self-defense;
 - b. Intentionally causing or attempting to cause physical injury to another person that is not reasonably necessary for self-defense;
 - c. Intentionally causing or attempting to cause damage or school property or material belonging to staff (private property);
 - d. Stealing or attempting to steal private or school property or taking or attempting to take personal property or money from any other person;

- e. The use, either spoken or written on clothing, of obscene or profane language or gestures on school property or at a school-sponsored activity;
- f. Deliberate refusal to obey the directions or orders of a member of the school staff;
- g. Harassment and/or hazing/bullying on the basis of that person's race, religion, ethnic background, gender or sexual orientation;
- h. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
- i. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or any other employee, or a fellow student;
- j. Blackmailing a member of the school community, including any teacher, member of the school administration or any other employee or fellow student;
- k. Possession of a firearm, deadly weapon, dangerous instrument, or martial arts weapon, as defined in Section [53a-3](#), such as a pistol, knife, blackjack, etc.;
- l. Possession of any weapon or weapon facsimile, including but not limited to knife, pistol, pellet guns and/or air soft pistols;
- m. Possession, transmission, distribution, selling, use or consumption of alcoholic beverages, dangerous drugs or narcotics or intoxicant of any kind or any facsimile of a dangerous drug, narcotic or intoxicant of any kind;
- n. Knowingly being in the presence of those who are in possession of using, transmitting, or being under the influence of any dangerous drug, narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
- o. Participation in any unauthorized occupancy by any group of students or others of any part of any school, school premises or other building owned by any school district after having been ordered to leave said school premises or other facility by the Principal or other person then in charge of said school building or facility;
- p. Participation in any walkout from a classroom or school building by any group of students and refusing to immediately return to said classroom or school building after having been directed to do so by the Principal or other person then in charge of said classroom or school building;
- q. Intentional incitement which results in an unauthorized occupation of, or walkout from, any school building, school premises, facility or classroom by any group of students or other persons;

- r. Repeated unauthorized absence from or tardiness to school;
- s. Intentional and successful incitement of truancy by other students;
- t. The use or copying of the academic work of another and the presenting of it as one's own without proper attribution;
- u. Violation of school rules and practices or Board policy, regulation or agreement, including that dealing with conduct on school buses and the use of school district equipment;
- v. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property;
- w. Lying, misleading or being deceitful to a school employee or person having authority over the student;
- x. Unauthorized leaving of school or school-sponsored activities;
- y. Unauthorized smoking.

E. Suspension for Conduct Off School Grounds

1. Students are subject to suspension for conduct off school property and outside of school-sponsored activities in accordance with law, for conduct that violates a publicized policy of the Board and is seriously disruptive of the educational process, including but not limited to the following:
 - a. Conduct leading to a violation of any federal or state law if that conduct is determined to pose a danger to the student himself/herself, other students, school employees or school property.
 - b. Adjudication as a delinquent or a youthful offender as the result of a felony if the conduct leading to the adjudication is determined to pose a danger to the student himself/herself, other students, school employees or school property.
2. In making a determination as to whether conduct is "seriously disruptive of the educational process," the administration, Board of Education or impartial hearing board may consider, but such consideration shall not be limited to; (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon as defined in Section [29-38](#) and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate or marijuana.

F. Mandatory Expulsion

It shall be the policy of the Board to expel a student, grades preschool, and kindergarten to twelve, inclusive, for one full calendar year if:

1. The student, on grounds or at a school-sponsored activity, was in possession of a firearm, as defined in 18 U.S.C. 921*, as amended from time to time, or deadly weapon, dangerous instrument or martial arts weapon, as defined in C.G.S. [53A-3](#); or the student, off school grounds, did possess such firearm in violation of C.G.S. [29-35](#) or did possess and use such a firearm, instrument or weapon in the commission of a crime; or the student, on or off school grounds offered for sale or distribution a controlled substance, as defined in subdivision (9) of C.G.S. [21a-240](#), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under C.G.S. [21-277](#) and [21a-278](#).

*A firearm; currently defined by 18 U.S.C. 921, is any weapon that can expel a projectile by an explosive action and includes explosive devices, incendiaries, poison gases, and firearm frames, receivers, mufflers or silencers.

2. Such a student shall be expelled for one calendar year if the Board of Education or impartial hearing board finds that the student did so possess or so possess and use, as appropriate, such a weapon or firearm, instrument or weapon or did so offer for sale or distribution such a controlled substance.

3. The Board may modify the period of a mandatory expulsion on a case-by-case basis.

4. A firearm, as defined by C.G.S. [53a-3](#) includes any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded from which a shot may be discharged, or a switchblade knife, a gravity knife, billy, black jack, bludgeon or metal knuckles.

5. A student enrolled in a preschool program provided by the Board of Education, state or local charter school or inter district magnet school shall not be expelled from such school except that a student shall be expelled for one calendar year from such preschool program pursuant to the mandatory expulsion requirement in compliance with the Gun-Free School Act, as described in this section.

G. Suspension Procedure

1. The administration of each school shall have the authority to invoke suspension for a period of up to ten days or to invoke in-school suspension for a period of up to ten school days of any student for one or more of the reasons stated in paragraph C, above, in accordance with the procedure outlined in this paragraph. Suspensions shall be in-school suspensions unless the administration determines that the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension. The administration may also consider a student's previous disciplinary problems when deciding whether an out-of-school suspension is warranted, as long as the school previously

attempted to address the problems by means other than an out-of-school suspension or an expulsion.

The administration is expected to use the guidelines developed and promulgated by the Commissioner of Education to help determine whether a student should receive an in-school or out-of-school suspension.

The administration shall also have the authority to suspend a student from transportation services whose conduct while awaiting or receiving transportation violates the standards set forth in paragraph C, above. The administration shall have the authority to immediately suspend from school any student when an emergency exists as that term is defined in paragraph A, above.

If an emergency situation exists, the hearing outlined in paragraph G (3) shall be held as soon as possible after the exclusion of the student.

2. In the case of suspension, the administration shall notify the student's parents and the Superintendent of Schools not later than twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason therefore. Any student who is suspended shall be given an opportunity to complete any class work including, but not limited to, examinations which such student missed during the period of his/her suspension.

3. Except in the case of an emergency, as defined in paragraph A, above, a student shall be afforded the opportunity to meet with the administration and to respond to the stated charges prior to the effectuation of any period of suspension or in-school suspension. If, at such a meeting the student denies the stated charges, he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The administration shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of a suspension period, the administration may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, or expulsion.

4. For any student who is suspended for the first time and who has never been expelled, the school administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions. Such program shall be at no expense to the student or his/her parents/guardians.

5. No student shall be suspended more than ten times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in paragraph H(5) is first granted.

6. No student shall be placed on in-school suspension more than fifteen times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in paragraph H(5) is first granted.

H. Expulsion Procedures

1. The Board of Education may, upon recommendation of the Superintendent of Schools, expel any student for one or more of the reasons stated in this policy if in the judgment of the Board of Education, such disciplinary action is in the best interest of the school system.
2. Upon receipt of a recommendation for expulsion from the Superintendent of Schools the Board shall, after giving written notice, at least five (5) business days before such hearing, to the student and his parents or guardian, if said student is less than 18 years of age, conduct a hearing prior to taking any action on the expulsion of said student, provided however, that in the event of an emergency as defined in this policy, the student may be expelled prior to the hearing but in such case even a hearing shall be held as soon after the expulsion as possible. The notice shall include information concerning the student's and his/her parent's/guardian's legal rights and concerning legal services that are provided free of charge or at a reduced rate that are available locally (CT Legal Service a source of such services) and how to access such services. An attorney or other advocate may represent any student subject to expulsion proceedings. The parent/guardian of the student has the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.
3. Three members of the Board of Education shall constitute a quorum for an expulsion hearing. A student may be expelled if a majority of the Board members sitting in the expulsion hearing vote to expel and provided at least three affirmative votes for expulsion are cast. [The Board of Education, in accordance with Section 10-233d\(b\) of the Connecticut General Statutes, may appoint impartial hearing officers to preside in expulsion hearings. A list of appointees shall be maintained by the Superintendent. The Chair of the Board, in consultation with the Superintendent, may assign impartial hearing officers to preside over expulsion hearings from a list approved by the Board as needed.](#)
4. A special education student's handicapping conditions shall be considered before making a decision to expel. A Planning and Placement Team (PPT) meeting must be held to determine whether the behavior or student actions violative of Board of Education standards set forth in policy governing suspension and expulsion are the result of the student's handicapping condition.
5. The procedure for any hearing conducted under this paragraph shall at least include the right to:
 - a. Notice prior to the date of the proposed hearing which shall include a statement of the time, place and nature of the hearing and a statement of the legal jurisdiction under which the hearing is to be held and a statement that students under sixteen years old who are expelled and students between sixteen and eighteen who have been expelled for the first time and who comply with conditions set by the Board of Education, must be offered an alternative educational opportunity;

- b. A short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reasons requested by the student;
 - c. The opportunity to be heard in the student's own defense;
 - d. The opportunity to present witnesses and evidence in the student's defense;
 - e. The opportunity to cross-examine adverse witnesses;
 - f. The opportunity to be represented by counsel at the parents'/student's own expense; and
 - g. Information concerning legal services provided free of charge or at a reduced rate that are available locally and how to access such services;
 - h. The opportunity to have the services of a translator, to be provided by the Board of Education whenever the student or his/her parent or legal guardian do not speak the English language;
 - i. The prompt notification of the decision of the Board of Education, which decision shall be in writing if adverse to the student concerned.
6. The record of the hearing held in any expulsion case shall include the following:
- a. All evidence received and considered by the Board of Education;
 - b. Questions and offers of proof, objections and ruling on such objections;
 - c. The decision of the Board of Education rendered after such hearing; and
 - d. A copy of the initial letter of notice of proposed expulsion, a copy of any statement of reasons provided upon request, a statement of the notice of hearing and the official transcript, if any or if not transcribed, any recording or stenographic record of the hearing.
7. Rules of evidence at expulsion hearings shall assure fairness, but shall not be controlled by the formal rules of evidence, and shall include the following:
- a. Any oral or documentary evidence may be received by the Board of Education but, as a matter of policy, irrelevant, immaterial or unduly repetitious evidence may be excluded. In addition, other evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, suspension, or expulsion may be received for considering the length of an expulsion and the nature of the alternative educational opportunity, if any, to be offered;
 - b. The Board of Education shall give effect to the rules of privilege by law;

- c. In order to expedite a hearing, evidence may be received in written form, provided the interest of any party is not substantially prejudiced thereby;
 - d. Documentary evidence may be received in the form of copies or excerpts;
 - e. A party to an expulsion hearing may conduct cross-examination of witnesses where examination is required for a full and accurate disclosure of the facts;
 - f. The Board of Education may take notice of judicially cognizable facts in addition to facts within the Board's specialized knowledge provided, however, the parties shall be notified either before or during the hearing of the material noticed, including any staff memoranda or data, and an opportunity shall be afforded to any party to contest the material so noticed;
 - g. A stenographic record or tape-recording of any oral proceedings before the Board of Education at an expulsion hearing shall be made provided, however, that a transcript of such proceedings shall be furnished upon request of a party with the cost of such transcript to be paid by the requesting party. Findings of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.
 - h. Decisions shall be in writing if adverse to the student and shall include findings of fact and conclusions necessary for the decision. Findings of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.
8. For any student expelled for the first time and who has never been suspended, except for a student who has been expelled based on possession of a firearm or deadly weapon, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board. Such a Board specified program shall not require the student or the parent/guardian of such student to pay for participation in the program.

I. Notification

1. All students and parents within the jurisdiction of the Board of Education shall be informed, annually, of Board Policy governing student conduct by the delivery to each said student of a written copy of said Board Policy.
2. The parents or guardian of any minor student either expelled or suspended shall be given notice of such disciplinary action no later than 24 hours of the time of the institution of the period of expulsion or suspension.
3. The notice of an expulsion hearing shall be given at least five (5) business days before such hearing to the student and his/her parents or guardians, if said student is less than 18 years of age shall include information concerning the parent's/guardian's and the student's

legal rights and concerning legal services that are provided free of charge or at a reduced rate that are available and how to access such services. The notification shall include a statement that an attorney or other advocate may represent any student subject to expulsion proceedings. The parent/guardian of the student shall be notified of the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.

J. Students with Disabilities

A special education student's IEP and/or 504 disability shall be considered before making a decision to suspend. A student with disabilities may be suspended for up to ten school days in a school year without the need for the district to provide any educational services. A disabled student may be additionally removed (suspended) for up to ten school days at a time for separate acts of misconduct as long as the removals do not constitute a pattern. During any subsequent suspension of ten days or less of a student with disabilities, the district shall provide services to the disabled student to the extent determined necessary to enable the student to appropriately advance in the general education curriculum and toward achieving his/her IEP goals. In cases involving removals for ten days or less, school personnel (school administration) in consultation with the child's special education teacher, shall make the service determination.

If the disabled student's suspensions beyond ten school days in a school year constitute a pattern because of factors such as the length of each removal, the total amount of time the child is removed and the proximity of the removals to one another, the IEP team (PPT) shall conduct a manifestation determination. Meetings of a student's IEP team (PPT) are required to develop a behavioral assessment plan or to review and modify as necessary one previously developed when the disabled student has been removed (suspended) from his/her current placement for more than ten school days in a school year and when commencing a removal (suspension) that constitutes a change in placement.

Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the record by the Board if the student graduates from high school.

Notwithstanding the foregoing, the following procedures shall apply to students who have been identified as having one or more disabilities under the IDEA and/or Section 504 of the Rehabilitation Act (a "student with disabilities"):

1. If a student with disabilities engages in conduct that would lead to a recommendation for expulsion, the district shall promptly convene an IEP team (PPT) meeting to determine whether the misconduct was caused by or had a direct and substantial relationship to the student's disability or if the conduct in question was the direct result of the District's failure to implement the IEP. A student may be suspended for up to ten days pending the IEP team (PPT) determination.

2. If the District, parent and relevant members of the IEP team (PPT) determine that the misconduct was not caused by the disability, the Superintendent may proceed with a recommendation for expulsion. During any period of expulsion, a student with disabilities under the IDEA shall receive an alternative educational plan consistent with the student's educational needs as determined by the IEP team (PPT) in light of such expulsion and the student's IEP. The services must continue to the extent determined necessary to enable the disabled student to appropriately advance in the general education curriculum and to advance toward achieving the goals of his/her IEP, and be provided a free appropriate public education.

3. If the District, parent and relevant members of the IEP team (PPT) determine that the misconduct was caused by or had a direct and substantial relationship to the disability, or the conduct in question was the direct result of the District's failure to implement the student's IEP, the Superintendent shall not proceed with the recommendation for expulsion. The IEP team (PPT) shall consider the student's misconduct and revise the IEP to prevent a recurrence of such misconduct and to provide for the safety of the other students and staff. A functional behavioral assessment shall be conducted, if not previously done, and a behavioral intervention plan implemented or revised, if in existence. The student shall be returned to the placement from which he/she was removed unless agreed otherwise by the District and parent.

4. Should a parent of a student with disabilities who is eligible for services under the IDEA (or the student himself/herself if eighteen years of age or older) file a request for a due process hearing to contest an expulsion under subparagraph (2) above or a proposed change in placement under subparagraph (3), unless the parents (or student if eighteen years of age or older) and the Board otherwise agree, the child shall stay in the interim alternate educational setting, if so placed by student authorities, pending decision in said due process hearing and any subsequent judicial review proceedings.

5. Notwithstanding the provisions of the preceding subparagraph (4), a student with disabilities may be assigned to an interim alternative educational setting for not more than forty-five (45) school days if the student brings a weapon to school or to a school function or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function. For purposes of this paragraph, "weapon" means a device instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, but excludes a pocket knife with a blade of less than 2 ½ inches in length. "Serious bodily injury" is defined as bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty. The interim alternative placement shall be determined by the IEP team (PPT). If a due process hearing is requested, the student shall remain in said interim alternative placement pending a decision in the due process hearing, unless the Board and the parents otherwise agree, or the Board obtains a court order.

6. In order for the district to unilaterally obtain a 45-day change in placement from a federal judge of Connecticut hearing officer, it must prove by substantial evidence that maintaining the current placement of the student is substantially likely to result in injury to the child or others. The school must also prove that it has made reasonable efforts to minimize the risk of harm the student presents in the current placement.

K. Alternative Educational Opportunity

The Board of Education recognizes its obligation to offer any student under the age of sixteen (16) who is expelled an alternative educational opportunity, which shall be equivalent to alternative education, as defined by C.G.S. [10-74j](#), with an individualized learning plan, (1) if the Board provides such alternative education, or (2) in accordance with the standards adopted by the State Board of Education which includes the kind of instruction to be provided and the number of hours to be provided during the period of expulsion. Any parent or guardian of such student who does not choose to have his or her child enrolled in an alternative educational opportunity shall not be subject to the provision of Section [10-184](#) of the Connecticut General Statutes. Any expelled student who is between the ages of sixteen (16) and eighteen (18) not previously expelled and who wishes to continue his or her education shall be offered such an alternative educational opportunity if he or she complies with conditions established by the Board of Education. Such alternative educational opportunity may include, but shall not be limited to, the assignment of a student (who is seventeen (17) years of age or older) to an adult education program or placement of such student in a regular classroom program of a school other than the one from which the student has been excluded. Any student participating in an adult education program during a period of expulsion shall not be required to withdraw from school under C.G.S. [10-184](#). In determining the nature of the alternative education opportunity to be offered under this Section, the Board of Education may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion.

The Board of Education is not obligated to provide such alternative educational opportunity to any student eighteen years of age or older. The Board of Education is required to offer such alternative educational opportunity, as defined, to any student between the ages of sixteen and eighteen who is expelled because of conduct, which endangers persons, and involved the following, on school grounds or at a school-sponsored event:

1. Possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon, or
2. Offering an illegal drug for sale or distribution.

If the Board expels a student for the sale or distribution of a controlled substance, the Board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and inform the agency of its action. If a student is expelled for possession of a firearm, or deadly weapon, dangerous instruments (those that can be used to cause death or serious injury) or martial arts weapons the Board shall report the violation to the local police department.

This provision shall not apply to students requiring special education who are described in subdivision (1) of sub-section (e) of C.G.S. [10-76a](#). The alternative educational opportunity for any such student shall be established by the IEP team (PPT) in accordance with the procedures described above.

L. Other Considerations

1. If a student is expelled, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for the notice of an expulsion of a student in grades nine through twelve, inclusive, based on possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the Board determines that the student's conduct and behavior in the years following such expulsion warrants an expungement or if the student graduates from high school.
2. If a student's expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, had never been suspended, and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion shall be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets any other conditions required by the Board.
3. If a student in grades kindergarten to eight, is expelled based on possession of a firearm or deadly weapon, the Board may expunge from the students' cumulative education record the notice of the expulsion and the conduct for which the student was expelled if the Board determines that the conduct and behavior of the student in the years following such expulsion warrants an expungement.
4. The Board may adopt the decision of a student expulsion hearing conducted by another school district provided such Board of Education held a hearing pursuant to C.G.S. [10-233d\(a\)](#). Adoption of such a decision shall be limited to a determination of whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of this Board. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative education opportunity in accordance with item K above.
4. Whenever a student against whom an expulsion hearing is pending withdraws from school and after notification of such hearing but before the hearing is completed and a decision rendered, (1) notice of the pending expulsion hearing shall be included on the student's cumulative educational record and (2) the Board shall complete the expulsion hearing and render a decision.
6. A student expelled for possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon shall have the violation reported to the local police department.

7. The period of expulsion shall not extend beyond a period of one calendar year. A period of exclusion may extend into the next school year.

8. An expelled student may apply for early readmission to school. Such readmission shall be at the discretion of the Superintendent of Schools. Readmission decisions shall not be subject to appeal to Superior Court. The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

9. Any student who commits an expellable offense and is subsequently committed to a juvenile detention center, The Connecticut Juvenile Training School or any other residential placement for such offense may be expelled by the local Board of Education. The period of expulsion shall run concurrently with the period of commitment to a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement.

Readmission of Student from a Residential Placement

A District student who has committed an expellable offense who seeks to return to a District school, after participating in a diversionary program or having been detained in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement, for one year or more, in lieu of expulsion from the District, shall be permitted to return to the appropriate school setting within the District. Further, the District shall not expel the student for any additional time for the offense(s).

Students and parents shall be notified of this policy annually.

Legal Reference: Connecticut General Statutes

[4-176e](#) through [4-180a](#). Contested Cases. Notice. Record, as amended

[10-233a](#) through [10-233f](#) Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, PA 98-139, PA 07-66, PA 07-122, PA 08-160, PA 09-82, PA 09-6 (September Special Session), PA 10-111, PA 11-126, PA 14-229, PA 15-96 and PA 16-147.

[53a-3](#) Definitions.

[53a-217b](#) Possession of Firearms and Deadly Weapons on School Grounds.

PA 94-221 An Act Concerning School Discipline and Safety.

PA 15-96 An Act Prohibiting Out-of-School Suspensions and Expulsions for Students in Preschool and Grades Kindergarten to Two.

GOALS 2000: Educate America Act, Pub. L. 103-227.

18 U.S.C. 921 Definitions.

Title III - Amendments to the Individuals with Disabilities Education Act. Sec. 314 (Local Control Over Violence)

Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994

P.L. 105-17 The Individuals with Disabilities Act, Amendments of 1997.

Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.

20 U.S.C. Section 7114, No Child Left Behind Act

P.L. 108-446 The Individuals with Disabilities Education Improvement Act of 2004

Adopted: March 10, 1980

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July 12, 2010

December 12, 2011

September 22, 2014 (Section L. Other Considerations)

November 9, 2015

January 9, 2017

August 28, 2017

March 26, 2018 (Section K.)

Adopted: September 16, 1982

Reviewed: September 11, 2003

Students

Reporting of Child Abuse, Neglect and Sexual Assault

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

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

In addition, the Superintendent or supervising agent must submit a written report of suspected child abuse, neglect or sexual abuse by a school employee who has been entrusted with the care of a child to the Commissioner of Education or his/her representative. The Commissioner of the Department of Children and Families has a

similar obligation. The Superintendent shall suspend a District employee when the DCF investigation results in a finding of reasonable cause that the employee abused, neglected, or sexually assaulted a child and recommends the employee be placed on the DCF Child Abuse and Neglect Registry. The Department of Children and Families is required to send to the State Department of Education a copy of the report. Within seventy two (72) hours after such suspension the Superintendent shall notify the Board of Education and the Commissioner of Education or his/her representative of the reasons for and conditions of the suspension.

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

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

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

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

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

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

refresher training related to mandated reporting of child abuse, neglect and sexual assault as required by law.

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

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

Establishment of the Confidential Rapid Response Team

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

The confidential rapid response team shall consist of (1) a local teacher and the Superintendent, (2) a local police officer, and (3) any other person the Board of Education deems appropriate.

DCF, along with a multidisciplinary team, is required to take immediate action to investigate and address each report of child abuse, neglect or sexual abuse in any school.

(cf. [4112.6](#)/4212.6 - Personnel Records)

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

Legal Reference: Connecticut General Statutes

[10-220a](#) In service training. Professional development committees. Institutes for educators. Cooperating teacher program, regulations (as amended by PA 11-93)

[10-221d](#) Criminal history records check of school personnel. Fingerprinting. Termination or dismissal (as amended by PA 11-93)

[10-221s](#) Investigations of child abuse and neglect. Disciplinary action. (as amended by PA 16-188)

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

[17a-101](#) Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surroundings without court order. (as amended by PA 96-246, PA 00-220, PA 02-106, PA 03-168, PA 09-242, PA 11-93 and PA 15-205, [PA 18-15](#) and [PA 18-17](#))

[17a-101a](#) Report of abuse or neglect by mandated reporters. (as amended by PA 02-106, PA 11-93, PA 15-112 and PA 15-205, [PA 18-15](#) and [PA 18-17](#))

[17a-102](#) Report of danger of abuse. (as amended by PA 02-106)

[17a-106](#) Cooperation in relation to prevention, identification and treatment of child abuse/neglect

[10-151](#) Teacher Tenure Act

PA 11-93 An Act Concerning the Response of School Districts and the Departments of Education and Children and Families to Reports of Child Abuse and Neglect and the Identification of Foster Children in a School District

PA 14-186 An Act Concerning the Department of Children and Families and the Protection of Children

PA 15-205 An Act Protecting School Children

Adopted: June 25, 1984

Revised: September 24, 1990

April 7, 1997

November 24, 2003

November 23, 2009

February 13, 2012

March 9, 2015

February 29, 2016

September 11, 2016

BYLAWS OF THE BOARD:

Commitment to Democratic Principles in Relation to Community, Staff, Students

Board/Staff Communications

The Somers Board of Education recognizes the need to maintain open communication between itself and the staff. Essentially, communications with staff deal with three general areas: administration, policy, and philosophy. While the board recognizes the necessity for board/staff communications, it also recognizes that administrative matters must be dealt with through its chief administrator. Hence, the basic line of communication for administrative matters shall be through the superintendent.

1. Staff Communications to the Board

All formal reports to the board or any board committee from administrators, supervisors, teachers, or other staff members shall be submitted through the superintendent. This necessary procedure shall not be construed as denying the right of any employee to appeal to the board from administrative decisions on important matters, provided that the superintendent shall have been notified of the forthcoming appeal and that it is processed in accordance with the board's policy on complaints and grievances. Staff members are also reminded that board meetings are public meetings. As such, they provide an excellent opportunity to observe and participate firsthand in board deliberations on problems of staff concern.

2. Board Communications to Staff

All official communications of policies and directives will be communicated to staff members through the superintendent, and the superintendent will employ all such media as are appropriate to keep staff fully informed of the board's problems, concerns, and actions.

3. Visits to Schools

Individual board members interested in visiting schools or classrooms will make arrangements for visitations through the administrators of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.

~~4. Board Liaisons~~

~~The chairperson of the Board of Education may assign board members to staff teams as board liaisons at the next regular board meeting following the annual~~

~~reorganization meeting. Board members may meet periodically with those staffing groups to which he/she may be assigned. The purpose of board liaisons is to foster positive relations between board and staff members. Those visits are designed to be opportunities for the board and staff members to share what is currently of interest to any member of either group. Items of concern should be directed through the appropriate chain of command, ultimately ending with the Board of Education. Individual board members must remember that they have no special authority except when they are convened at a legal meeting of the board.~~

Adopted: January 10, 2000

BYLAWS OF THE BOARD

Secretary of the Board

The Secretary shall be responsible for an accurate record of proceedings of the Board and for the preservation of reports and all other Board records. The Secretary shall provide that the Superintendent of Schools notifies members of the Board of all regular and special meetings, attends to official correspondence of the Board. ~~and submits to the Town and the Board an annual report by July 31 of each year.~~

The Secretary shall be empowered to assign all routine work to the Superintendent's secretary.

The Secretary shall provide that a copy of the minutes of all meetings is placed on file ~~in the Board office~~ no later than seven days after the date of the Board meeting. Such minutes will be available for public inspection, but will not be termed "official minutes" until approved by the Board at a subsequent legal meeting.

The Board may at its discretion employ a ~~stenographer~~ Recording Secretary to assist at Board meetings.

Legal Reference: Connecticut General Statutes

7-3 Warning of Town and other meetings

7-4 Record of warning

10-224 Duties of the Secretary

10-225 Salaries of Secretary and attendance officers.

Adopted: October 27, 1980

Reviewed: April 4, 2000

Recommend deleting this policy - no longer applies.

BYLAWS OF THE BOARD:

Custodian of Moneys:

The Treasurer of the Town of Somers is, by law, the Treasurer of the Board of Education, and shall:

1. sign all warrants drawn for settlement of obligations ordered paid by the Board.
2. be under bond, the amount to be determined by the Town Board of Finance.
3. perform the duties imposed by statute.

Adopted: October 27, 1980

Reviewed: April 4, 2000



Somers Board of Education Administrative Report

Title of Report: **MBA Building Goals 2018-2019**

Board Meeting Date: September 10, 2018

Action

Report

Information

Discussion

Submitted by: Clay Krevolin, Principal

Executive Summary

MBA Building Goals for 2018-2019 will be presented in Reading, Mathematics, and Positive Behavior Intervention Supports (PBIS). *Emphasis will be placed on the Power of Growth Mindset in perpetuating how students learn. “Projected Growth”* in Literacy and Mathematics will be calculated for individual students based on National Norms for students with the same starting RIT. Strategies to address students who have not reached their full potential, or in intervention will be presented. Through positive reinforcement the PBIS initiative, MBA will be looking at lowering the number of disciplinary referrals as measured by the SWIS data collection.

Report

Goal 1: Reading

All students at MBA will meet or exceed their individual MAP Projected Growth Goal in Reading, and Language Usage.

Goal 2: Mathematics

All students at MBA will meet or exceed their individual MAP Projected Growth Goal in Mathematics.

- Projected Growth is the amount that an individual student’s RIT score is predicted to change, based on student growth norms. The student’s initial score plus projected growth equals projected RIT.
- Targets are based on National Norms for student with the same starting RIT score and grade.



Somers Board of Education Administrative Report

Strategies for helping to achieve these goals will be discussed.

How do we know if MBA students are on track to hit their targets?

- For students in intervention, we will calculate a Winter MAP target RIT score based on MAP national norms.
- The Winter MAP RIT scores can be used to determine if a student is growing at the rate appropriate to achieve his or her Spring MAP target.
- We will closely monitor students identified with 504 Accommodation Plans, special education and students in intervention.
- Target students not previously identified for intervention.

The Power of Growth Mindset--

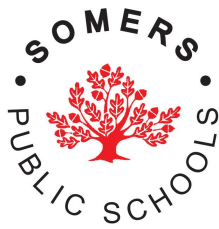
Through the research of Dr. Carol Dweck, a Stanford University professor of psychology, Emphasis will be placed on the Power of Growth Mindset in perpetuating how students learn. Ready to use Resources for Mindsets in the Classroom will be explored to build MIndset Learning Communities.

Goal 3: Positive Behavior Intervention Supports (PBIS)

As measured by the System Wide Information Service (SWIS) data collection system, MBA students will show a 20% reduction in referrals to the office compared to SWIS data collected during the same period of time during the 2017-18 school year.

Objectives of School-Wide PBIS

- Improve School Climate for staff and students.
- Universal approach to discipline
- Clear expectation of positive behaviors
- Procedures for teaching and modeling behaviors
- Continuum of procedures for reinforcing behavioral expectations



**Board of Education
Administrative Report**

Title of Report: 2018 Extended School Year

Board Meeting Date:

Action

Report

Information

Discussion

Submitted by: Dr. Denise Messina, Director of Pupil Services

Executive Summary

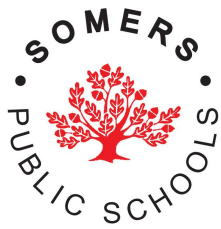
- SES Extended School Year (ESY) / SLAM
- MBA/SHS ESY
- Out of District Extended School Year

SOMERS EXTENDED SCHOOL YEAR (ESY)

The Individual Education Plan and Extended School Year

The Planning and Placement Team (PPT) determines eligibility for **Extended School Year** services. The PPT must consider whether a child needs extended school year services in order to receive a **free appropriate public education** (FAPE). The determination must be done on an individual basis. ESY as part of the **Individual Education Plan** is an IEP service and not simply an extension of time in school, nor is it required for every student. As an IEP service, like other IEP services, it is a **BOE obligation**. There are no comprehensive ESY eligibility criteria in the law. The PPT must consider: **regression** which refers to a decline in knowledge and skills that can result from an interruption in education; **recoupment which** is the amount of time it takes to regain the prior level of functioning and **the nature and severity of the disability**.

Not every child on an IEP receives ESY. ESY is the *rare* exception. ESY is determined annually by the PPT, therefore if ESY is on an IEP one year, it does not imply that it will be on the IEP for subsequent years. ESY does NOT apply to all who might *benefit*, or all who are behind. ESY is for those students who have significant regression after separation from instruction and require a longer than typical period of recoupment. We include ESY if the student meets the criteria. While we have an obligation to include ESY in the IEP as an IEP service; student participation in ESY is not mandatory. While a student may not appear to have academic regression, we recognize that compliance with school-like instructional expectations as well as language / social pragmatics are additional areas that a student may regress in.



Board of Education Administrative Report

SES ESY & Summer SLAM (Supporting Language Arts and Mathematics)

Our ESY / SLAM program integrates ELA (reading and written language/ literacy/communication), math and physical education. This provides continuity of instructional expectations and school based social interactions (peers and staff) in the natural school setting. This provides an enrichment and remedial opportunity for non disabled students and while providing an inclusion / integrated setting for students with extended school year (ESY) on their individualized education plans (IEP). We do provide direct ESY speech / language / social pragmatics if the student has it as an IEP service, and the PPT made the recommendation that it was required to prevent regression in this area.

Our SES ESY / SLAM (10 hours per week / 4 weeks, with integrated physical education, literacy, language and math components) is effective in meeting that need.

Additionally, we position our four weeks of ESY after the July 4 week, so that students do not have an extended absence period of programming at either end of the school year.

ESY / SLAM 2018

July 9th - August 2nd

Monday – Thursday

8:30 - 11:00 AM

ESY is all 4 weeks

SLAM offers 2 sessions which are each 2 weeks long, or studnets can attend all 4 weeks.

STUDENTS SERVED

- 46 total students served
- 15 SLAM tuition students (\$200 session)
- 35 students attended session 1 and 33 students attended session 2.
- 25 students on IEPs w/ESY
- 4 Walk-in Speech services
- 3 qualifying students did not show
- 1 Homebound PreK Tutoring SLP
- 13 ESY students required transportation, only 11 utilized it.



Board of Education Administrative Report

ESY STAFF

- ESY coordinator: Megan Steidler, SES Special Education teacher
- 6 Special and General Education Teachers
- 6 Paraeducators / Support Staff
- 1 Physical Education Teacher
- 1 Speech and Language Pathologist
- 3 Tutors
- 1 Agency nurse

Breakdown of students attending SES ESY /SLAM:

- PreK & K -7 students (an additional 3 students came for speech/language services only) = 10 total student.
- Grades 1 – 9 students (4 out of the 9 students paid SLAM)
- Grade 2 & 3—17 (and 1 additional student came for speech/language services only and 9 out of the 17 paid SLAM) = 18 total students.
- Grades 4 & 5 —9 students (3 out of the 9 paid SLAM)

46 Total students attended the 208 SES ESY / SLAM.

ESY themes ranged from

PreK/K – “Seasons”

Grade 1 – “Construction Work”

2 & 3 – “Forest animals”

4 & 5 – “Games and Social Skills”

In addition to daily reading and math activities, daily physical education sessions were incorporated again this year, as well as the following executive functioning weekly focus:

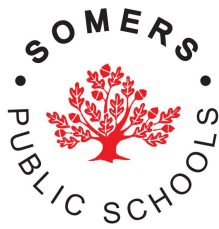
week 1--What do I need to do to get started?

week 2--What am I listening for?

week 3--How can I tell how I am doing? What are the clues?

week 4--What do I need to do when something isn't working?

SES sensory room was closed for summer maintenance/cleaning, however, a corner of the library was set aside for a summer sensory area.



Board of Education Administrative Report

ESY Middle School and High School (tutoring)

We meet our middle and high school ESY obligation generally through direct one to one tutoring. Summer 2018, we implemented a new service model for rising 6th grade. The ESY MBA/SHS tutoring model rather than SES Summer ESY/SLAM was provided.

Middle School / High School ESY Tutoring

Per PPT / IEP, 20 students* were recommended for tutoring.

Typically 10 hours total, individual tutoring is provided during SES ESY/SLAM weeks (July 9th – August 2nd, Monday – Thursday)

14 out of 20 students attended and received tutoring.

6 students did not attend.

- 3 Tutors (2 special education teachers and 1 SLP)
 - 5 middle school students
 - 8 high school students
 - Total 14 students* received ESY Tutoring
- *includes 1 Homebound PreK Tutoring SLP

Tutoring site:

- Town Somers Public Library

**Somer Public Schools (SES, MBA, SHS) ESY (44 ESY students served): \$37, 554.
SLAM 15 students (tuition): \$3,300.**

Out of District (OOD) Summer Placements

Transportation to these sites is typically required.

At the end of 2017-2018, we had 10 outplaced students.

Not all of our OOD required or participated in ESY.

Total participating in OOD ESY: 8 OOD students.

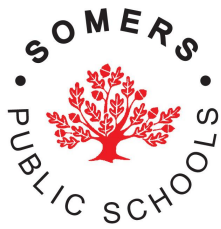
Tuition is set per site by a daily ESY/ summer rate. (total approximately \$73,700)

Out of District sites

- Ellington High School (2)
- IEA (2)
- Gengras (1)
- River Street (1)
- Speech Academy / JCC specialized camp (1)
- CREC Soundbridge (1)

Range of dates / hours

- July 2 - August 10
- 8:00 am - 2:30 pm
- 5 days per week



**Board of Education
Administrative Report**

Title of Report: 2018-19 Superintendent Goals

Board Meeting Date: September 10, 2018

Action

Report

Information

Discussion

Submitted by: Brian P. Czapla

Executive Summary

Goals established for the Superintendent of Schools for the 2018-19 school year.

Report

1. Develop a new five-year strategic plan.
2. Secure support and funding for facilities long range plan and start towards completion of projects
3. Conduct in-depth analysis of student learning and instructional needs to increase achievement levels on standardized tests.
4. Maintain visible presence in the schools.