

**#2 BOE MEETING**  
**Monday, September 24, 2018 7:00 PM**  
Board of Education Room, [Address], [City], CT [Zip]

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ELECTION OF OFFICERS  
The Board of Education will elect officers at this meeting.
4. STUDENT REPRESENTATIVES' REPORT
5. APPROVAL OF MINUTES  
1. Draft Minutes of September 10, 2018 Meeting 3  
The Board to review and approve the Draft Minutes of September 10, 2018 meeting.
6. AUDIENCE TO CITIZENS/STAFF/STUDENTS
7. CORRESPONDENCE
8. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS
9. CONSENT AGENDA 8
  1. BOE Warrant for September 24, 2018  
Warrant for September 24, 2018 in the amount of \$134,871.87 for BOE consent.
  2. Medical Leave for Sara DeMonti, Somers Elementary Reading Specialist  
Somers Elementary School's Reading Specialist, Sara DeMonti, is requesting medical leave effective 9/11/18 through approximately 5/10/19.
  3. Maternity and Childrearing Leave for MBA English Teacher, Jacqueline Rivard  
Jacqueline Rivard, MBA English Teacher, is requesting maternity and childrearing leave beginning on or around 2/12/19 through the end of the 2018-19 school year.
  4. Maternity Leave for SES Grade 1 Teacher, Emily Galloway  
Emily Galloway, Grade 1 Teacher, is requesting maternity leave effective 11/2/18 and will return after her six-week maternity leave.
  5. Medical Leave for Kelly Chevalier, Somers Elementary School Custodian  
Kelly Chevalier, SES Custodian, is requesting a medical leave with unpaid time effective 9/6/18.
  6. Resignation of Somers High School Assistant Principal, Daniel Carroll  
Resignation of Daniel Carroll, Somers High School Assistant Principal, effective October 10, 2018.
10. NEW BUSINESS  
1. Somers Board of Education Approved Impartial Expulsion Hearing Officer List 13  
List of Somers BOE approved impartial expulsion hearing officer list for the Board to approve.
2. Somers BOE Approval 2018-19 Budget Revisions 14  
Board of Education to approve 2018-19 budget revisions.
3. Primary Mental Health Care Provider Grant - Approval 17  
BOE to approve the Primary Mental Health Care Provider Grant.
4. 1st Warning - Somers Board of Education 2019 Meeting Schedule 18  
The Board to review the 2019 Board of Education Meeting Schedule.
5. 1st Warning - Somers DBS Code 1340 - Community Relations - Access to School 19  
Procedures and Materials  
1st Warning - Somers DBS Code 1340 - Community Relations - Access to School Procedures and Materials. Board Policy Committee will answer any questions on the policy.
6. 1st Warning - Somers DBS Code 3110 - Business - Budget Planning 21  
1st Warning - Somers DBS Code 3110 - Business - Budget Planning. The Board Policy Committee will answer any questions on the policy.
7. 1st Warning - Somers DBS Code 3112 - Business - Budget Calendar 23  
1st Warning - Somers DBS Code 3112 - Business - Budget Calendar. The Board Policy Committee will answer any questions on the policy.

8.	1st Warning - Somers DBS Code 3120 - Business - Preparation of Budget Document	25
	1st Warning - Somers DBS Code 3120 - Business - Preparation of Budget Document. The Board Policy Committee will answer any questions on the policy. The committee recommends deleting this policy: redundant with policy 3112.	
9.	1st Warning - Somers DBS Code 3130 - Business - Budget Publication	26
	1st Warning - Somers DBS Code 3130 - Business - Budget Publication. The Board Policy Committee will answer any questions on the policy. The committee recommends deleting this policy: redundant with policy 3112.	
10.	1st Warning - Somers DBS Code 3140 - Business - Public Review of Budget	27
	1st Warning - Somers DBS Code 3140 - Business - Public Review of Budget. The Board Policy Committee will answer any questions on the policy. The committee recommends deleting this policy: redundant with policy 3112.	
11.	1st Warning - Somers DBS Code 3150 - Business - Adoption of Budget	28
	1st Warning - Somers DBS Code 3150 - Business - Adoption of Budget. Board Policy Committee will answer any questions on the policy. The committee recommends deleting this policy: redundant with policy 3112.	
12.	1st Warning - Somers DBS Code 3310 - Business - Expenditures/Expending Authority - Purchasing Guides	29
	1st Warning - Somers DBS Code 3310 - Business - Expenditures/Expending Authority - Purchasing Guides. Board Policy Committee will answer any questions on the policy.	
13.	1st Warning - Somers DBS Code 3326 - Business - Paying for Goods and Services	30
	1st Warning - Somers DBS Code 3326 - Business - Paying for Goods and Services. Board Policy Committee will answer any questions on the policy.	
14.	1st Warning - Somers DBS Code 3430 - Business - Periodic Financial Reports	32
	1st Warning - Somers DBS Code 3430 - Business - Periodic Financial Reports. Board Policy Committee will answer any questions on the policy.	
15.	1st Warning - Somers DBS Code 4117.2 - Personnel - Certificated: Resignation	33
	1st Warning - Somers DBS Code 4117.2 - Personnel - Certificated: Resignation	
11.	OLD BUSINESS	
12.	ADMINISTRATIVE REPORTS	
1.	Somers High School Building Goals	34
	Mr. Gary Cotzin, SHS Principal, will present the SHS building goals to the BOE.	
2.	Somers High School Exit Survey Results	36
	Mr. Gary Cotzin, Somer High School Principal, will present exit survey results to the BOE.	
3.	Superintendent Update	
	The Superintendent will update the BOE on recent events.	
13.	COMMITTEE REPORTS	
1.	BUDGET	
2.	CURRICULUM	
3.	POLICY	
4.	SALARY & NEGOTIATION	
5.	PLANNING	
6.	OTHER COMMITTEES	
14.	OTHER	
1.	CABE Convention and CREC Meeting	
15.	ADJOURNMENT	

**DRAFT**

## **Somers Board of Education Meeting Minutes**

September 10, 2018 7:00 PM

Board of Education Room

### **Attendance Taken at 7:00 PM:**

Present Board Members: Jan Martin, Sarah Bollinger, Barbara Capuano, Bruce Devlin, Jeremy Anderson, Kate McLellan, Anne Kirkpatrick

Absent Board Members: David Palmer, Rick Lees

### **1. CALL TO ORDER**

The regular meeting of the Board of Education was called to order at 7:00 p.m. by Chairman Devlin in the Mabelle B. Avery Board of Education meeting room.

### **2. PLEDGE OF ALLEGIANCE**

### **3. AWARDS AND RECOGNITIONS**

#### **3.1. Teacher of the Year and ParaEducator of the Year will be honored**

**Rationale:** Stephanie Toney, Teacher of the Year and Liz Scanlon, Paraeducator of the Year both from SES will be honored by the Board of Education.

**Discussion:** The Board of Education recognized ParaEducator of the Year, Liz Scanlon, and Teacher of the Year, Stephanie Toney. Chairman Devlin described their strengths, creativity, and compassion. They were presented with gifts. Superintendent Czapla thanked them for their service and acknowledged them as valuable assets to SPS.

### **4. APPROVAL OF MINUTES**

#### **4.1. Draft Minutes of August 27, 2018**

**Rationale:** Draft Minutes of August 27, 2018

**Motion Passed:** The BOE Draft Minutes of the August 27, 2018 meeting passed with a motion by Jeremy Anderson and a second by Anne Kirkpatrick. **Passed 7-0.**

### **5. AUDIENCE TO CITIZENS/STAFF/STUDENTS**

### **6. CORRESPONDENCE**

### **7. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS**

### **8. CONSENT AGENDA**

**Discussion:** J. Anderson had a couple of questions regarding two of the policies. Discussion ensued.

## **DRAFT**

**Motion Passed:** Motion to approve the Consent Agenda in its totality passed with a motion by Anne Kirkpatrick and a second by Sarah Bollinger. **Passed 7-0.**

### **8.1. Warrant of 9/10/18**

**Rationale:** Warrant of 9/10/18 in the amount of \$265,621.16 for Board of Education consent.

### **8.2. 2nd Warning on Somers DBS Policy 2120**

**Rationale:** Board to consent on 2nd Warning on Somers DBS Policy 2120 – to delete this policy

### **8.3. 2nd Warning on Somers DBS Policy 2131- Appointment of Superintendent**

**Rationale:** 2nd Warning on Somers DBS Policy 2131- Appointment of Superintendent

### **8.4. 2nd Warning on Somers DBS Policy 2400 - Evaluation of Administrative Personnel**

**Rationale:** 2nd Warning on Somers DBS Policy 2400 - Evaluation of Administrative Personnel

### **8.5. 2nd Warning on Somers DBS Policy 4111 - Recruitment of Personnel**

**Rationale:** 2nd Warning on Somers DBS Policy 4111 - Recruitment of Personnel

### **8.6. 2nd Warning on Somers DBS Policy 5113.2 - Student attendance**

**Rationale:** 2nd Warning on Somers DBS Policy 5113.2 - Student attendance

### **8.7. 2nd Warning on Somers DBS Policy 5114 - Students - Suspension and Expulsion**

**Rationale:** 2nd Warning on Somers DBS Policy 5114 - Students - Suspension and Expulsion

### **8.8. 2nd Warning on Somers DBS Policy 5141.4 - Reporting Abuse**

**Rationale:** 2nd Warning on Somers DBS Policy 5141.4 - Reporting Abuse

### **8.9. 2nd Warning on Somers DBS Policy 9030 - Bylaws of Board**

**Rationale:** 2nd Warning on Somers DBS Policy 9030 - Bylaws of Board

### **8.10. 2nd Warning on Somers DBS Policy 9123 - Bylaws of Board - Secretary of Board**

**Rationale:** 2nd Warning on Somers DBS Policy 9123 - Bylaws of Board – Secretary of Board

### **8.11. 2nd Warning on Somers DBS Policy 9125 - Bylaws of Board - Custodian of Monies**

**Rationale:** 2nd Warning on Somers DBS Policy 9125 - Bylaws of Board – Custodian of Monies

## **9. NEW BUSINESS**

**9.1. Approval of Caroline Gamble, Tutor at Somers High School**

**Rationale:** Approval of Caroline Gamble, Tutor at Somers High School

**Discussion:** Superintendent Czapla discussed Caroline Gamble's relation to Karen Regan, SHS School Counselor, with the BOE. She is a certified teacher who is replacing the Math Tutor who resigned over the summer. He stated that he does not feel there will be conflict and that she will not be supervised or report to her mother.

**Motion Passed:** Motion to approve Caroline Gamble, Tutor at SHS, passed with a motion by Jan Martin and a second by Barbara Capuano. **Passed 7-0.**

**10. OLD BUSINESS**

**11. ADMINISTRATIVE REPORTS**

**11.1. Mabelle B. Avery Middle School Building Goals**

**Rationale:** Mr. Clay Krevolin, Principal of Mabelle B. Avery Middle School will present the Board the Middle School Building Goals

**Discussion:** Mr. C. Krevolin, MBA Principal, and Mr. R. Kapner, MBA Assistant Principal, presented the MBA Building Goals for the 2018-19 school year in Literacy, Math, and Positive Behavior Intervention Supports (PBIS). In Literacy and Math, the goals are for all students to meet or exceed their individual MAP Projected Growth Goal. The focus will be on students who are falling behind and targeting interventions as well as monitoring high-performing students and encouraging them to perform at a high level. Strategies to achieve these goals were discussed. Student assessment data will be readily available to teachers at the beginning of the year to review in data team meetings. These meetings are held every six days. Students may be targeted who were not previously identified for intervention. Progress monitoring will occur four times a year to make sure that the interventions applied are appropriate and that the student is growing. Teachers will work with students to establish individual improvement goals. MAP assessments in Language Arts and Math will occur with the students' academic teachers. An additional section of seventh grade math will help to decrease class size. Interventions will be targeted and continually evaluated to measure their effectiveness. MBA will determine trends in student results to inform curricular decisions. Testing results (SBAC, MAP) will be correlated for individual students. Mr. Kapner discussed the Power of Growth Mindset which is a movement that started a few years ago empowering students to understand that their growth and their qualities can be cultivated through sustained effort and coaching from others while acknowledging differences in talents, aptitudes, interests, and temperaments. The third goal involves Positive Behavior Intervention Supports (PBIS). MBA is looking for a 20% reduction in office referrals. PBIS is currently being revised to be more universal throughout the school. Objectives include to improve school climate for staff and students with a universal approach to discipline. There will be a clear expectation of positive behavior as well as procedures for teaching and modeling behaviors.

### **11.2. Extended School Year Report**

**Rationale:** Dr. Denise Messina will present her report of the Extended School Year Program

**Discussion:** Dr. D. Messina, Director of Pupil Services, and M. Steidler, SES Special Education Teacher, discussed Extended School Year (ESY) at SES, MBA, SHS, and Out of District to the BOE. ESY is not required for every student on an IEP. The ESY as an IEP service is a BOE obligation. The PPT (Planning and Placement Team) determines eligibility for ESY based on a student's regression, recoupment, and the nature and severity of the disability. This is a service that is determined annually by the PPT. It is also not mandatory for parents to participate in this service. M. Steidler described the SES ESY/Summer SLAM 2018 program. A number of staff and SHS student volunteers participated in the four-week program. SLAM (Supporting Language Arts and Math) ran for two sessions. Students may attend all four weeks for a tuition. Forty-six students participated in total (15 SLAM tuition students; 35 students attended session 1 and 33 students attended session 2; 25 students on IEP's with ESY; 4 Walk-in Speech services; 3 qualifying students did not show; 1 Homebound PreK Tutoring SLP; and 13 ESY students required transportation while only 11 utilized it). IEP goals were supported and met with daily reading and math, daily PE sessions, weekly focus on executive functioning, and weekly summer themes. There were 20 students recommended for MBA/SHS ESY tutoring. Fourteen students attended the Somers Public Library for tutoring. Eight out of ten Out of District students participated. Tuition is set per site and included Ellington High School, IEA, Gengras, River Street, Speech Academy/JCC, and CREC Southbridge. This program ran from 7/2-8/10/18, five days a week.

### **11.3. Superintendent Goals for 2018-2019**

**Rationale:** Superintendent Goals for 2018-2019

**Discussion:** Superintendent Czapla presented the 2018-19 goals to the BOE. He stated he will develop a new five-year strategic plan focused on the instructional model which will be presented in the spring. He wants to work with the BOE and parent groups (PTO) in order to inform the public about the long-range facilities plan. He wants to conduct in-depth analysis on students to increase achievement levels on standardized tests. He will also continue to maintain a visible presence in the schools.

### **11.4. Superintendent Updates**

**Rationale:** Mr. Czapla will present the Board with Updates.

**Discussion:** Superintendent Czapla will be participating in the Dunking Booth on Friday, 9/14/18, at the Four Town Fair at 6 p.m.

## **12. COMMITTEE REPORTS**

### **12.1. BUDGET**

**Discussion:** No report.

**DRAFT**

**12.2. CURRICULUM**

**Discussion:** No report.

**12.3. POLICY**

**Discussion:** A. Kirkpatrick reported that the committee met tonight prior to the BOE meeting and that there will be policies for the next BOE meeting agenda. The next committee meeting will be held on 9/24/18 at 6 p.m.

**12.4. SALARY & NEGOTIATION**

**Discussion:** No report.

**12.5. PLANNING**

**Discussion:** Chairman Devlin reported that there will be a meeting next Monday, 9/17/18, at 5:30 p.m. in the Board of Education meeting room. All BOE members were encouraged to attend.

**13. OTHER**

**Discussion:** None.

**14. ADJOURNMENT**

**Motion Passed:** Motion to adjourn the meeting at 8:09 p.m. passed with a motion by Jan Martin and a second by Sarah Bollinger. **Passed 7-0.**

---


Rick Lees, Board of Education Secretary      Date

Shannin Burns, BOE Recording Secretary

# Somers Board of Education General Budget Treasury Warrant

Check Batch: 20989  
 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
---------	---------	------------	-------------	-------------	----------------------	-----------------

**Approved by:**  **Date:** 9/20/18  
William B. Boutwell, Director of Business Services

20989	15729	09/24/2018	V60020	3H Back Flow Device Testing, Inc.	0.00	170.00
	15730	09/24/2018	V01035	A W Gifford, Inc.	0.00	102.33
	15731	09/24/2018	V58674	Administrator, Unemployment Compensation	0.00	5,326.00
	15732	09/24/2018	V61123	Aero All-Gas Co, The	0.00	241.68
	15733	09/24/2018	V02129	Alarm New England LLC	0.00	8,552.19
	15734	09/24/2018	V61397	All-Phase Electric Supply Co.	0.00	111.85
	15735	09/24/2018	V52670	SYNCB/AMAZON	0.00	2,145.08
	15737	09/24/2018	V51604	Awards & More	0.00	106.00
	15738	09/24/2018	V61004	Blue Wave Printing & Display Inc	0.00	508.80
	15739	09/24/2018	E00576	Carroll, Daniel	0.00	40.00
	15740	09/24/2018	V51942	CBS	0.00	1,499.59
	15742	09/24/2018	V60961	Data Management, Inc	0.00	56.00
	15743	09/24/2018	V60416	DG Graphics	0.00	260.00
	15744	09/24/2018	V60089	Dime Oil Company LLC	0.00	457.18
	15745	09/24/2018	V53276	EdAdvance	0.00	600.00
	15746	09/24/2018	V61230	ENGIE Resources	0.00	12,453.92
	15747	09/24/2018	V54168	First Student, Inc	0.00	74,220.23
	15748	09/24/2018	V02186	Flinn Scientific, Inc.	0.00	595.95
	15749	09/24/2018	V00511	Grainger	0.00	39.45
	15750	09/24/2018	V53439	Group Dynamic	0.00	27.75

# Somers Board of Education General Budget Treasury Warrant

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	15751	09/24/2018	V53525	H&H Service, LLC	0.00	286.00
	15752	09/24/2018	V01790	Heinemann	0.00	2,646.66
	15753	09/24/2018	V54063	HSABank	0.00	145.25
	15754	09/24/2018	V60344	ImPACT Applications Inc	0.00	655.00
	15755	09/24/2018	V61465	John Bagioni, Fax-Alert Weather Service,	0.00	1,000.00
	15756	09/24/2018	V61336	Johnson Plastics Plus	0.00	135.10
	15757	09/24/2018	V51340	Life Safety Service & Supply LLC	0.00	489.72
	15758	09/24/2018	V02898	MagnaKleen Services	0.00	93.53
	15759	09/24/2018	V01370	McGraw-Hill School Education Holdings, L	0.00	189.90
	15760	09/24/2018	V01013	NASCO Fort Atkinson	0.00	689.12
	15761	09/24/2018	V60077	Perfection Learning	0.00	107.51
	15762	09/24/2018	V52686	Plimpton & Hills	0.00	30.36
	15763	09/24/2018	V60864	Pullman & Comley, LLC	0.00	2,721.00
	15764	09/24/2018	V53593	ReadyRefresh by Nestle	0.00	46.91
	15765	09/24/2018	V02610	Reliable Welding & Speed, LLC.	0.00	1,575.00
	15766	09/24/2018	E00362	Scholes, Erin	0.00	57.55
	15767	09/24/2018	V01292	School Specialty, Inc.	0.00	64.20
	15768	09/24/2018	V02325	Sheffield Pottery, Inc.	0.00	335.00
	15769	09/24/2018	V60940	Sid Harvey Industries, Inc	0.00	111.94
	15770	09/24/2018	V60067	Silktown Roofing	0.00	2,299.75
	15771	09/24/2018	V01485	Social Studies School Services	0.00	11.19
	15772	09/24/2018	V61373	Somers Star Hardware	0.00	597.38
	15775	09/24/2018	V60708	Springfield Corrugated Box, Inc.	0.00	231.85
	15776	09/24/2018	V02225	Staples Credit Plan	0.00	199.99
	15777	09/24/2018	E00789	Steidler, Mary	0.00	19.84
	15778	09/24/2018	V61466	Sullivan Tire Co	0.00	1,870.86
	15779	09/24/2018	V61080	Super Teacher Worksheets	0.00	300.00
	15780	09/24/2018	V60381	Technical Education Solutions, LLC	0.00	4,340.00
	15781	09/24/2018	V60407	Trane U.S. Inc	0.00	2,317.30
	15782	09/24/2018	V61247	University of Oregon	0.00	1,160.00
	15783	09/24/2018	V53413	W. B. Mason Co., Inc.	0.00	637.57
	15784	09/24/2018	V02738	William V. MacGill & Co.	0.00	1,992.39
<b>Totals:</b>					0.00	\$134,871.87

52 Checks Listed.

# Somers Board of Education General Journal Register

Report # 53878  
Batch: 20952  
Transaction: N/A  
Show Summary Only: Yes

<b>Batch #</b>	<b>Control Total</b>	<b>Status</b>	<b>Created By</b>	<b>Created On</b>	<b>Last Updated By</b>	<b>Last Updated On</b>
20952	\$134,871.87	Posted	Lbergamini	09/17/2018	Lbergamini	09/20/2018

General Ledger Distribution Summary						
Period, Fiscal Year	Account Number	Account Description	DTF Base	Over Budget	Debits	Credits
<b>September, 2019</b>						
<b>Generated Distributions</b>						
	10-000-0-0-00-000-710-00-0-00000	ENCUMBRANCE CONTROL			134,086.72	0.00
	10-000-0-0-00-000-720-00-0-00000	RESERVE FOR ENCUMBRANCE			0.00	134,086.72
Total Generated Distributions					<b>\$134,086.72</b>	<b>\$134,086.72</b>
<b>User-Entered Distributions</b>						
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			43.45	0.00
	10-000-0-0-00-000-241-00-0-00000	ACCOUNTS PAYABLE			0.00	134,915.32
	10-100-2-2-02-242-611-01-5-00161	K-5 - ART SUPPLIES			689.12	0.00
	10-100-2-2-14-241-611-01-5-00155	K-5 - GENERAL SUPPLIES			64.20	0.00
	10-100-2-2-26-220-641-01-5-00105	K-5 - LANGUAGE ARTS TEXTBOOK			2,646.66	0.00
	10-100-2-3-02-242-611-01-5-00164	MA - ART SUPPLIES			335.00	0.00
	10-100-2-3-14-241-611-01-5-00157	MA - GENERAL SUPPLIES			759.77	0.00
	10-100-2-3-16-242-611-01-5-00184	MA - LANGUAGE ARTS SUPPLIES			454.91	0.00
	10-100-2-3-18-242-611-01-5-00189	MA - MATH SUPPLIES			482.52	0.00
	10-100-2-3-28-242-611-01-5-00204	MA - SCIENCE SUPPLIES			816.75	0.00
	10-100-2-3-30-242-611-01-5-00210	MA - SOCIAL STUDIES SUPPLIES			146.38	0.00
	10-100-2-4-12-242-611-01-5-00183	HS - TECHNOLOGY ED SUPPLIES			1,725.39	0.00
	10-100-2-4-14-241-611-01-5-00159	HS - GENERAL SUPPLIES			46.44	0.00
	10-100-2-4-26-242-611-01-5-01070	HS - ENGLISH SUPPLIES			107.51	0.00
	10-100-2-4-28-242-611-01-5-00206	HS - SCIENCE SUPPLIES			440.94	0.00
	10-100-8-2-66-910-730-01-5-00603	K-5 CAPITAL OUTLAY			508.80	0.00
	10-120-9-9-98-251-580-05-5-00272	SP ED - TRAVEL/IN-SERVICE			19.84	0.00
	10-210-2-4-32-242-611-01-5-01677	HS - PBIS SUPPLIES			40.00	0.00
	10-210-2-5-32-242-611-01-5-01681	SW - PBIS SUPPLIES			1,160.00	0.00
	10-213-3-4-48-421-323-02-5-01146	SW HEALTH SUPPLIES			1,992.39	0.00
	10-213-3-5-48-421-730-02-5-01076	SW - HEALTH EQUIPMENT			241.68	0.00
	10-222-2-5-14-233-611-03-5-00150	SW - COMPUTER SOFTWARE			4,829.90	0.00
	10-231-1-5-74-134-330-10-5-00045	B.O.E. - OTHER PROF. SERVICES		Yes	4,321.00	0.00
	10-231-1-5-74-134-590-10-5-00049	B.O.E. - PRINTING			106.00	0.00
	10-232-1-5-72-134-690-04-5-00031	CO - PETTY CASH			46.91	0.00
	10-232-1-5-72-258-690-04-5-00042	CO - OFFICE SUPPLIES			411.21	0.00

## Somers Board of Education General Journal Register

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
20952	\$134,871.87	Posted	Lbergamini	09/17/2018	Lbergamini	09/20/2018
					116.57	0.00
					56.00	0.00
					126.46	0.00
					0.00	38.05
					436.79	0.00
					406.63	0.00
					539.60	0.00
					260.00	0.00
					406.66	0.00
					93.53	0.00
					2,603.30	0.00
					195.00	0.00
					1,870.86	0.00
					2,299.75	0.00
					849.93	0.00
					0.00	5.40
					111.19	0.00
					111.85	0.00
					30.36	0.00
					8,031.00	0.00
					902.48	0.00
					4,760.11	0.00
					6,651.32	0.00
					140.01	0.00
					691.19	0.00
					24,574.56	0.00
					29,518.99	0.00
					422.75	0.00
					19,703.93	0.00
					457.18	0.00
					27.75	0.00
				Yes	5,326.00	0.00
					145.25	0.00
					655.00	0.00
Total User-Entered Distributions					<u>\$134,958.77</u>	<u>\$134,958.77</u>
Total for September, 2019					<u>\$269,045.49</u>	<u>\$269,045.49</u>

# Somers Board of Education General Journal Register

Report # 53878

Batch #	Control Total	Status	Created By	Created On	Last Updated By	Last Updated On
20952	\$134,871.87	Posted	Lbergamini	09/17/2018	Lbergamini	09/20/2018
Grand Total for Batch # 20952					<u>\$269,045.49</u>	<u>\$269,045.49</u>

309 Transactions Listed.

**Somers Board of Education  
Approved Impartial Expulsion Hearing Officer List**

Dan Murphy  
Kainen, Escalara & McHale  
(860) 493-0870

Fred Dorsey  
Kainen, Escalara & McHale  
(860) 493-0870

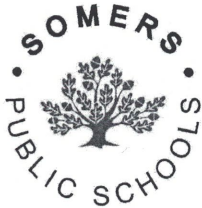
Kyle McClain  
Zangari Cohn Cuthbertson Duhl & Grello P.C.  
(203) 786-3702

Susan Freedman  
Shipman & Goodwin, LLC  
(860) 251-5638

Peter J. Maher  
Shipman & Goodwin, LLC  
(860) 251-5507

Christine Chinni  
Chinni & Meuser, LLC  
(860) 677-0255

Craig Meuser  
Chinni & Meuser, LLC  
(860) 677-0255



**Board of Education  
Administrative Report**

Title of Report: 2018-19 Budget Revision

Board Meeting Date: 9/24/18

Action

Report

Information

Discussion

Submitted by: Bill Boutwell

---

***Executive Summary***

The Board is requested to approve the 2018-19 Budget Revision (9/24/18).

---

***Report***

There are two documents attached.

1. 2018-19 Budget Revision (4/2/18 BoF Reduction \$181,500)
2. 2018-19 Budget Revision (9/24/18)

The 2018-19 Budget Revision (4/2/18 BoF Reduction \$181,500) summarizes the budget changes approved last spring by the Board in response to the Board of Finance reduction of \$181,500. The budget was reduced from \$23,004,011 to the amount approved at referendum of \$22,822,511.

**The 2018-19 Budget Revision (9/24/18) requires approval by the Board.** The budget amount remains at \$22,822,511, however, individual budget lines are proposed for revision.

The primary factors leading to revisions are:

- Staff salaries due to new hires
- Contract negotiations completed after the budget process
- Health insurance selections by new staff

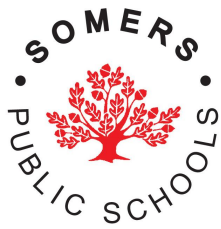
Please do not hesitate to contact me with any questions.

## 2018-19 Budget (4/2/18 BoF Reduction \$181,500)

CATEGORY	ITEM	3/12/2018	4/2/2018	INC/DEC	%
		2018-19	2018-19		
Salaries	Teachers	10,403,265	10,403,265	-	0.00%
	Secretaries/Paraprofessionals	1,566,065	1,566,065	-	0.00%
	Administrators	1,422,513	1,422,513	-	0.00%
	Custodians/Maintainers	822,910	822,910	-	0.00%
	Other Instructional	466,244	466,244	-	0.00%
	Nurses	184,032	184,032	-	0.00%
	Medical Advisor	1,500	1,500	-	0.00%
	<b>SUBTOTAL</b>	<b>14,866,529</b>	<b>14,866,529</b>	-	<b>0.00%</b>
Insurance & Benefits	Health Insurance	2,663,300	2,663,300	-	0.00%
	Social Security	440,500	440,500	-	0.00%
	Pension	258,000	258,000	-	0.00%
	Workman's Comp	117,400	117,400	-	0.00%
	Property / Liability	91,725	91,725	-	0.00%
	Long Term Disability	48,000	48,000	-	0.00%
	Life Insurance	27,600	27,600	-	0.00%
	School Board Legal	10,800	10,800	-	0.00%
	Unemployment	5,000	5,000	-	0.00%
	OPEB	28,000	28,000	-	0.00%
<b>SUBTOTAL</b>	<b>3,690,325</b>	<b>3,690,325</b>	-	<b>0.00%</b>	
Tuition	Special Education	919,000	919,000	-	0.00%
	Non-Special Education	118,800	118,800	-	0.00%
	<b>SUBTOTAL</b>	<b>1,037,800</b>	<b>1,037,800</b>	-	<b>0.00%</b>
Transportation	Regular Transportation	698,200	693,200	(5,000)	-0.72%
	Special Education Transportation	326,500	326,500	-	0.00%
	Athletics/Field Trips	36,780	36,780	-	0.00%
	<b>SUBTOTAL</b>	<b>1,061,480</b>	<b>1,056,480</b>	<b>(5,000)</b>	<b>-0.47%</b>
Utilities	Electricity	416,800	416,800	-	0.00%
	Fuel	168,100	163,100	(5,000)	-2.97%
	Telephones	41,700	41,700	-	0.00%
	<b>SUBTOTAL</b>	<b>626,600</b>	<b>621,600</b>	<b>(5,000)</b>	<b>-0.80%</b>
Maintenance	General/Dept Maint	480,400	470,400	(10,000)	-2.08%
	Custodial Supplies	45,000	35,000	(10,000)	-22.22%
	<b>SUBTOTAL</b>	<b>525,400</b>	<b>505,400</b>	<b>(20,000)</b>	<b>-3.81%</b>
Instructional Resources	Books, Textbooks, Workbooks	85,950	62,450	(23,500)	-27.34%
	Technology AV Materials	45,700	45,700	-	0.00%
	General & Dept Supplies	187,810	157,810	(30,000)	-15.97%
	<b>SUBTOTAL</b>	<b>319,460</b>	<b>265,960</b>	<b>(53,500)</b>	<b>-16.75%</b>
Extracurricular	Coaches	154,670	154,670	-	0.00%
	Activity Advisors	49,567	49,567	-	0.00%
	Athletic/Academic Act	94,650	92,650	(2,000)	-2.11%
	<b>SUBTOTAL</b>	<b>298,887</b>	<b>296,887</b>	<b>(2,000)</b>	<b>-0.67%</b>
Equipment	New and Replacement	370,510	299,510	(71,000)	-19.16%
Admin Overhead	Miscellaneous	207,020	182,020	(25,000)	-12.08%
<b>GRAND TOTAL</b>		<b>23,004,011</b>	<b>22,822,511</b>	<b>(181,500)</b>	<b>-0.79%</b>

## 2018-19 Budget Revision (9/24/18)

CATEGORY	ITEM	4/2/2018	9/24/2018	INC/DEC	%
		2018-19	2018-19		
Salaries	Teachers	10,403,265	10,365,633	(37,632)	-0.36%
	Secretaries/Paraprofessionals	1,566,065	1,583,264	17,199	1.10%
	Administrators	1,422,513	1,445,716	23,203	1.63%
	Custodians/Maintainers	822,910	818,536	(4,374)	-0.53%
	Other Instructional	466,244	474,844	8,600	1.84%
	Nurses	184,032	225,036	41,004	22.28%
	Medical Advisor	1,500	1,500	-	0.00%
	<b>SUBTOTAL</b>	<b>14,866,529</b>	<b>14,914,529</b>	<b>48,000</b>	<b>0.32%</b>
Insurance & Benefits	Health Insurance	2,663,300	2,563,300	(100,000)	-3.75%
	Social Security	440,500	440,500	-	0.00%
	Pension	258,000	258,000	-	0.00%
	Workman's Comp	117,400	117,400	-	0.00%
	Property / Liability	91,725	91,725	-	0.00%
	Long Term Disability	48,000	48,000	-	0.00%
	Life Insurance	27,600	27,600	-	0.00%
	School Board Legal	10,800	10,800	-	0.00%
	Unemployment	5,000	5,000	-	0.00%
	OPEB	28,000	28,000	-	0.00%
<b>SUBTOTAL</b>	<b>3,690,325</b>	<b>3,590,325</b>	<b>(100,000)</b>	<b>-2.71%</b>	
Tuition	Special Education	919,000	959,700	40,700	4.43%
	Non-Special Education	118,800	124,800	6,000	5.05%
	<b>SUBTOTAL</b>	<b>1,037,800</b>	<b>1,084,500</b>	<b>46,700</b>	<b>4.50%</b>
Transportation	Regular Transportation	693,200	693,200	-	0.00%
	Special Education Transportation	326,500	326,500	-	0.00%
	Athletics/Field Trips	36,780	36,780	-	0.00%
	<b>SUBTOTAL</b>	<b>1,056,480</b>	<b>1,056,480</b>	<b>-</b>	<b>0.00%</b>
Utilities	Electricity	416,800	416,800	-	0.00%
	Fuel	163,100	163,100	-	0.00%
	Telephones	41,700	41,700	-	0.00%
	<b>SUBTOTAL</b>	<b>621,600</b>	<b>621,600</b>	<b>-</b>	<b>0.00%</b>
Maintenance	General/Dept Maint	470,400	470,400	-	0.00%
	Custodial Supplies	35,000	35,000	-	0.00%
	<b>SUBTOTAL</b>	<b>505,400</b>	<b>505,400</b>	<b>-</b>	<b>0.00%</b>
Instructional Resources	Books, Textbooks, Workbooks	62,450	62,450	-	0.00%
	Technology AV Materials	45,700	45,700	-	0.00%
	General & Dept Supplies	157,810	157,810	-	0.00%
	<b>SUBTOTAL</b>	<b>265,960</b>	<b>265,960</b>	<b>-</b>	<b>0.00%</b>
Extracurricular	Coaches	154,670	159,970	5,300	3.43%
	Activity Advisors	49,567	49,567	-	0.00%
	Athletic/Academic Act	92,650	92,650	-	0.00%
	<b>SUBTOTAL</b>	<b>296,887</b>	<b>302,187</b>	<b>5,300</b>	<b>1.79%</b>
Equipment	New and Replacement	299,510	299,510	-	0.00%
Admin Overhead	Miscellaneous	182,020	182,020	-	0.00%
	<b>GRAND TOTAL</b>	<b>22,822,511</b>	<b>22,822,511</b>	<b>-</b>	<b>0.00%</b>



**Board of Education  
Administrative Report**

Title of Report: Primary Mental Health Provider Grant

Board Meeting Date:

Action

Report

Information

Discussion

Submitted by: Denise Messina

---

***Executive Summary***

---

***Report***

In Somers Public Schools and at Somers Elementary School, we are strongly motivated to provide needed services in the school environment to support our students who are faced with social, emotional and behavioral (SEB) adjustment and /or mental health challenges. We are determined to support the early detection and prevention of school adjustment problems in the primary grades. The PMHP / Primary Learning and Positive Play model has supported school engagement and social emotional behavioral adjustment efforts at Somers Elementary School, and has been part of a continuum of support and intervention in a multi-tiered system of support (MTSS).

With the assistance of funding through the PMHP Grant (\$20,000), in our fourth year, we will continue to achieve these efforts through two PMHP Child Associates whose role is to foster positive school engagement through an individual adult / child interactive relationship, based in child directed play. PMHP Child Associates are trained according to the primary mental health provider model and will promote the importance of developing good play skills and fostering positive interactions with children, which assists in reducing emotional and behavioral adjustment challenges. The child led play is a time when the Child Associates can respond to children in ways that build a good self-concept and encourage social, emotional, and cognitive growth. The Primary Learning and Positive Play caseload will consist of kindergarten students and 1<sup>st</sup> grade students identified through teacher screening under supervision of our elementary school psychologist. Timeline is 10/18 - 6/19.



**Somers Board of Education**  
One Vision Boulevard  
Somers, Connecticut 06071  
*www.somers.k12.ct.us*

## **2019 MEETING SCHEDULE**

Monday, January 14, 2019  
Monday, January 28, 2019

Monday, February 11, 2019  
Monday, February 25, 2019

Monday, March 11, 2019  
Monday, March 25, 2019

Monday, April 22, 2019

Monday, May 13, 2019  
Tuesday, May 28, 2019

Monday, June 10, 2019  
Monday, June 24, 2019

Monday, July 8, 2019

Monday, August 26, 2019

Monday, September 9, 2019  
Monday, September 23, 2019

Tuesday, October 15, 2019  
Monday, October 28, 2019

Monday, November 11, 2019  
Monday, November 25, 2019

Monday, December 9, 2019

Meetings are held at 7:00 p.m. in the Mabelle B. Avery Middle School District Offices Board Room unless specified otherwise on the meeting agenda.

**BOE Approved**

## COMMUNITY RELATIONS

### Access to School Procedures and Materials:

Ideas, operating procedures, records and publications developed in or for the school district may be made available to individuals or organizations through the Superintendent or his/her designee. No outside organization or individual shall be granted exclusive access to or control over the material made available to it.

Records containing privileged or confidential information about staff or pupils will be restricted to the extent permitted by Law in the interests of the person or persons involved. (cf. [5125/5125.1](#) - Student Records; [4112.6](#) - Certificated Personnel Records; [4212.6](#) - Non-Certificated Personnel Records).

~~A reasonable charge may be made for copying available records.~~

### Copies of Records

All requests for records must be in writing to the Superintendent/designee. The maximum fee per page allowable under the Connecticut Freedom of Information Act will be charged. The Superintendent/designee may waive charges.

### Legal Reference: Connecticut General Statutes

[1-15](#) Application for copies of public records. Certified copies.

Fees

[1-16](#) Photographic reproduction of documents

[1-210](#) Access to public records. Exempt records

[1-211](#) Access to computer-stored records

[1-214](#) Public employment contracts as public record

[1-225](#) Meetings of government agencies to be public

[1-226](#) Recording, broadcasting or photographing meetings

[1-206](#) Denial of access to public records or meetings. Notice. Appeals.

[1-240](#) Penalties

**Adopted: May 26, 1981**

**Reviewed: February 3, 2000**

**July 9, 2009**

BUSINESS:

Budget Planning:

The school budget shall be developed annually for the next fiscal year. Adjustments shall be made as it moves upward through the administration.

1. The ~~Budget Committee of the~~ Board reviews and approves the proposed budget procedure and calendar.
2. Superintendent's budget proposal will be given to the ~~Budget Committee~~ Board. The Budget Committee sets dates for review.
3. The proposed budget document is presented to the entire Board for discussion.
4. The Board of Education votes to approve a proposed budget figure. They set a public hearing for input regarding the budget.
5. An informational flyer is prepared for use at the public hearing. The budget is prepared for submission to the Board of Education.
6. A public hearing is held. The budget is adjusted as necessary and submitted to the Board of Education for study.
7. At the next meeting of the Board the budget will be submitted for approval.
8. The budget, as approved by the Board of Education, is submitted to the Board of Finance for study.
9. The Budget Committee meets with the Board of Finance to discuss the budget.
10. The budget, as approved by the Board of Finance, is returned to the Board of Education for adjustment, if necessary. Material for Town budget hearing is prepared and submitted to the Board of Finance.
- ~~11. The Board of Finance holds a public hearing regarding the total Town budget including that of the school department.~~
- ~~12. A Town meeting is scheduled. The final Town budget, including that of the school district, goes to referendum for Town approval. Date is set by Town.~~

(See Adm. Reg. [3112](#))

**Adopted: October 22, 1979**

**Revised: May 28, 1985**

**April 10, 2000**

## BUSINESS

### Budget Planning

### Budget Calendar

January (first ~~week meeting~~): Superintendent's budget submitted to the Board. ~~The Board will set a schedule of dates for review of the budget.~~

January (second meeting): Board of Education continues review and discussion of budget. Superintendent answer questions and/or provides additional information.

February (~~second-week first meeting~~): The Board approves a budget for presentation at the public hearing (first BOE meeting in March). ~~A date for a public hearing is set.~~ The Superintendent ~~Central Office, with the assistance of the Board's Budget Committee,~~ will prepare an informational flyer for use at the public hearing.

March (~~early first meeting~~): A public hearing is held prior to the regularly scheduled Board of Education Meeting. The Board holds ~~a special meeting~~ its regularly scheduled meeting after the public hearing to review public comments and make adjustments to the budget, if necessary. A final budget is adopted for presentation to the Board of Finance. Final budget adopted by the Board of Education will be printed by Central Office and delivered to the Board of Finance.

~~March (second week) ————— Final budget adopted by the Board of Education will be  
————— printed by Central Office and delivered to the Board of  
————— Finance.~~

March (third week): The Board of Education approved school budget is presented to the Board of Finance by ~~the committee~~ the Superintendent at a date set by the Board of Finance. When their review is completed and if the total budget amount set is different than originally presented, the budget will go back to the Superintendent administration for recommendation to the ~~Board's Budget Committee~~ Board for possible areas where adjustments may be made. Any adjustments will be voted upon by the Board of Education and will be available at the Town hearing.

May: ~~The Town votes at referendum to approve the Town budget which includes the school's budget.~~ The Board of Education budget for the schools will be finalized after the Town budget is approved at the Town referendum, modified, if necessary, by any difference in the amount requested by the Board of Education and the amount appropriated by the Town for the operation of the schools.

May – June: The Administration will report back to their staff the final status of their budgets.

The Administration will review any budget changes with the staff both to keep staff informed and to acquire staff input.

**Revised: May 28, 1985**

**June 12, 2000**

-----

## **ADMIN REGULATION**

### BUSINESS:

#### Adoption of Budget:

Once the budget is finalized through adoption at a Town Meeting and final changes approved by the Board of Education, the Superintendent will distribute copies of the final approved budget to the Administrators and Board of Education within thirty (30) days following approval.

The budget may be amended by the Board of Education as recommended by the superintendent up to the second board meeting in August. All changes after this meeting shall be done as transfers approved by the Board of Education as recommended by the superintendent and Budget Committee.

*Recommend deleting this policy: redundant with policy 3112*

**BUSINESS**

Preparation of Budget Document:

The Superintendent of Schools shall submit the tentative budget to the Budget Committee for its discussion, adjustments and recommendations for the coming fiscal year by early January.

The tentative budget as recommended by the Budget Committee shall be presented by the Budget Committee to the Board of Education for its adjustment and approval prior to the public hearing.

The Budget Committee Chairman will arrange for the Budget Committee, Board Chairman and Superintendent of Schools to discuss its approved budget with the Board of Finance.

Following any meeting with the Board of Finance, budgetary modifications shall be discussed and adopted by the Board of Education.

Legal Reference: Connecticut General Statute

10-51 Fiscal year. budget. Payments by member towns;  
adjustments to payments. Investment of funds. temporary  
borrowing. Reserve fund.

**Adopted: October 22 1979**

**Revised: February 14, 1983**

**May 28, 1985**

**April 10, 2000**

**July 9, 2009**

*Recommend deleting this policy: redundant with policy 3112*

**BUSINESS**

Budget Publication

Prior to BOE voting on the school budget, a publication will be prepared by the Superintendent in conjunction with the Budget Committee and a public hearing will be held.

Legal References: CT General Statutes

[10-51](#)

[10-222](#)

**Adopted: October 22, 1979**

**Revised: May 28, 1985**

**September 11, 2000**

*Recommend deleting this policy: redundant with policy 3112*

**BUSINESS**

Public Review of Budget:

The Superintendent of Schools shall recommend to the Board of Education a date for a public meeting devoted, in whole or in part, to a discussion of the Board of Education budget in accordance with good business procedures and state laws, prior to the Town hearing.

Legal Reference: Connecticut General Statute

10-51 Fiscal year. budget. Payments by member towns;

adjustments to payments. Investment of funds. temporary borrowing.  
Reserve fund.

**Adopted: October 22, 1979**

**Reviewed: May 4, 1998**

**July 9, 2009**

*Recommend deleting this policy: redundant with policy 3112*

**BUSINESS**

Adoption of Budget:

The Board of Education budget for the schools will be finalized after the Town budget is approved at the Town referendum, modified, if necessary, by any difference in the amount requested by the Board of Education and the amount appropriated by the Town for the operation of the schools.

Legal Reference: Connecticut General Statute

[10-222](#) Appropriations and budget

**Adopted: October 22, 1979**

**Revised: June 8, 1998**

**July 9, 2009**

**BUSINESS**

**Expenditures/Expending Authority**

**Purchasing Guides:**

The Board of Education or its agents shall refrain from entering into contracts with or purchasing goods or services from any firm or individual who has a sales representative or owner on the Board of Education. This Policy shall not apply to goods or services that are put out for public bid or where there are no other comparable sources of supply.

All contracts for goods and services, unless otherwise specified, shall be put out for bid annually, with the exception of transportation, which may be renegotiated for periods not to exceed a cumulative total service of five years.

~~All purchases of and contracts for supplies, materials, equipment and contractual services shall be based on competitive bids, with the exception that purchases of fifteen thousand dollars (\$15,000) or less may be made in the open market.~~

(redundant with policy 3323)

**Adopted: November 10, 1980**

**Revised: October 27, 2008**

**Revised: August 28, 2017**

*Updates by eliminating reference to Budget Committee*

BUSINESS:

Paying for Goods and Services:

A warrant of bills incurred will be prepared semimonthly for consideration and approval of the Board of Education. Copies will be available ~~in the Central Office~~ for perusal by interested persons on or before the day of the Board meeting when the warrant will be approved for payment.

~~At least two members of the Budget Committee will review the warrant. Based on that review and the concerns of the budget process a recommendation will be made at each regular Board of Education meeting that the warrant be approved for payment.~~

The Board of Education must not pay a bill until it has been passed upon at a regularly called meeting. Exceptions to this will be the following:

1. Payment may be made to avoid a penalty charge.
2. Payment may be made that would allow a discount.
3. Emergency situation when payment must be made when service is rendered.
4. Gross payroll.
5. The Board may vote to authorize payment of summer bills at its July meeting.
6. Other as deemed necessary by the Superintendent or his/her designee.

These exceptions must be submitted to the Board of Education at the next regular Board meeting for Board approval.

The Board of Education will authorize payment for goods and services under the following conditions:

Contracted for within budgetary limits.

Purchased according to relevant purchasing policies and regulations.

Certified by the Central Office administration as having been received in acceptable condition.

Legal Reference: Connecticut General Statutes

[10-248](#) Payment of School Expenses

**Adopted: November 24, 1980**

**Revised: February 22, 1982**

**Revised: February 24, 1992**

**Revised: November 26, 2001**

*Updates budget reporting to quarterly*

**BUSINESS**

Periodic Financial Reports:

The Superintendent of Schools shall be responsible for accounting for all monies expended from within the school budget, shall keep files of all invoices and payroll authorizations, and shall keep a record for the information of the Board of the expenditures broken down into the same categories and numbered accounts as the budget and the approved accounting system.

The Superintendent shall submit to the Board of Education quarterly ~~monthly~~ reports on the status of the budget, showing appropriations and expenditures for the fiscal year to date.

The Superintendent, as agent for the Board of Education, shall be responsible for making annual reports to the Town, the State Board of Education, the Teacher's Retirement Board, and other such agencies required by law.

**Adopted: November 24, 1980**

**Revised: November 27, 2000**

**DBS CODE: 4117.2**

**PERSONNEL - CERTIFICATED:**

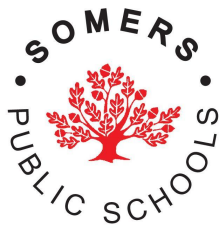
**Resignation:**

The Superintendent of Schools is authorized to accept resignations and retirements of all certified and non-certified personnel and report these resignations to the Board of Education at its next regularly scheduled meeting.

Employees wishing to resign for any cause other than illness, may do so by giving 30 days notice in writing to the Superintendent. However, if the staff member submits a letter of resignation during the month of August, the thirty day notice begins with the first day of student attendance. Exceptions may be granted in individual cases by the Superintendent when the continuity or the welfare of the system will not be affected.

**Adopted: November 9, 1981**

**Revised: February 9, 2009**



**Board of Education  
Administrative Report**

Title of Report: SHS Building Goals

Board Meeting Date: September 24, 2018

Action       Report       Information       Discussion

Submitted by: Gary Cotzin SHS Principal

---

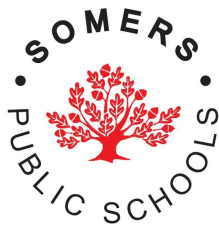
***Executive Summary***

Each year the high school establishes building goals that align with the district initiatives. This year is no exception. The PSAT/SAT's, along with course grades and course rigor, are instrumental in the college acceptance process. Therefore, we will continue to work hard to help students improve their PSAT/SAT scores. Simultaneously, we will also be working with select students (10<sup>th</sup> Grade and Intervention) on improving their literacy and math RIT scores. Lastly, students' ability to earn the required number of credits to advance to the next grade level, and ultimately graduate, is a state requirement and reflects on the efforts of the district.

---

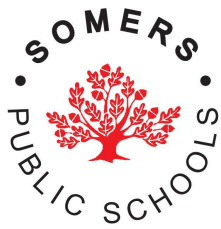
***Report***

- SLO 1: Students will improve their math skills as measured by the PSAT/SAT nationally normed test.
  - IAGD 1: By May 15, 2019 freshman will improve their Math PSAT scores by an average of 15 points as measured from the October 2018 PSAT 8/9 to a post assessment given in April 2019.
  - IAGD 2: By May 15, 2019 sophomores will improve their Math PSAT scores by an average of 15 points as measured by comparing their October 2018 PSAT to the PSAT post-assessment given in the spring 2019.
  - IAGD 3: By May 15, 2019 juniors will improve their Math PSAT scores by an average of 15 points as measured by comparing their October 2018 PSAT to their SAT scores in the spring of 2019.



## Board of Education Administrative Report

- SLO 2: Students will improve their literacy skills as measured by the PSAT/SAT nationally normed test.
  - IAGD 1: By May 15, 2019 freshman will improve their literacy PSAT scores by an average of 15 points as measured from the October 2018 PSAT 8/9 to the April, 2019 PSAT 8/9 post assessment.
  - IAGD 2: By May 15, 2019 sophomores will improve their literacy PSAT scores by an average of 15 points as measured by comparing their October, 2018 PSAT to the PSAT post-assessment given in the spring of 2019.
  - IAGD 3: By May 15, 2019 juniors will improve their literacy PSAT scores by an average of 15 points as measured by comparing their October, 2018 PSAT to their SAT scores in the spring of 2019.
- SLO 3: Sophomores and Intervention students will improve their math and literacy NWEA scores as measured by the NWEA test.
  - IAGD 1: By May 30, 2019 sophomores and intervention students will increase their RIT English score by three points as measured by comparing the NWEA scores in September, 2018 to those in May, 2019.
  - IAGD 2: By May 30, 2019 sophomores and intervention students will increase their RIT Math score by three points as measured by comparing the NWEA scores in September, 2018 to those in May, 2019.
- SLO 4: Students will complete a sufficient number of credits each year to graduate within a four year time period.
  - IAGD 1: 94% of Freshmen will earn 5 credits by June 10, 2019.
  - IAGD 2: 95% of sophomores will earn 10 credits by June 10, 2019.
  - IAGD 3: 98% of juniors will earn 15 credits by June 10, 2019.
  - IAGD 4: 98% of seniors will earn 22 credits by June 10, 2019.



## Board of Education Administrative Report

Title of Report: Senior Exit Survey

Board Meeting Date: September 24, 2018

Action

Report

Information

Discussion

Submitted by: Gary Cotzin SHS Principal

---

### ***Executive Summary***

Attached are the results from the June 2018 Senior Exit Survey. I have also included comparative data from the class of 2017. We continue to use this information to assist us in making some informed decisions as we move forward. The overall direction is very positive.

---

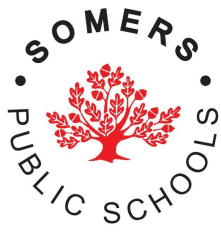
### ***Report***

**Analyzing the data over the past two years has shown improvement in the following areas:**

- Student concerns about perceived issues with alcohol continues to show an overall improvement.
- Overall, students continue to feel less discriminated against.
- Bullying/Mean Behavior continues to be less of an issue among students.
- Students continue to feel respected by staff and find extracurricular activities to be an important part of their success.

**The following has shown some decline in favorable responses:**

- Students reported feeling less safe in the building. I believe we have made many changes this year and students have responded accordingly. I also feel the two major school tragedies of last year exacerbated these feelings among students.
- Students feel that rules are not clearly defined. This year we returned to holding class-wide meetings at the start of the year. We have also posted the handbook discipline policy online.
- The positive perception of our Nurse/Health Services dropped quite a bit from 2017-2018. A change was made late last year that we feel will improve this feedback from both staff and students.



**Board of Education  
Administrative Report**

2017

survey list -> view responses

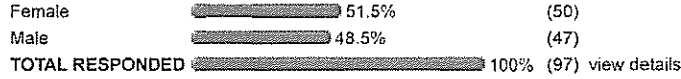
Printer-friendly summary Full detail excel csv

**Senior Exit Survey 2017 Summary Report (2017 - 2017)**

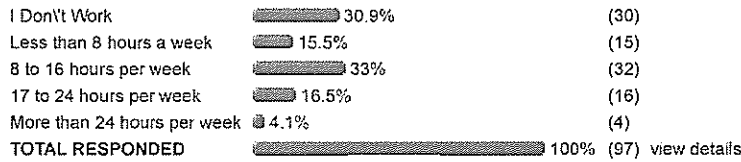
Class years:  to  Response set:  Responder type:

In-progress: 2 Completed: 97 Not Started: 9

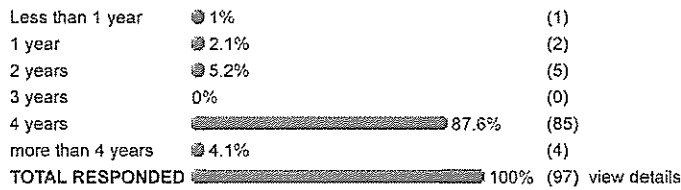
**1. What is your gender?**



**2. In a typical week during the school year, how many hours did you work at a job?**

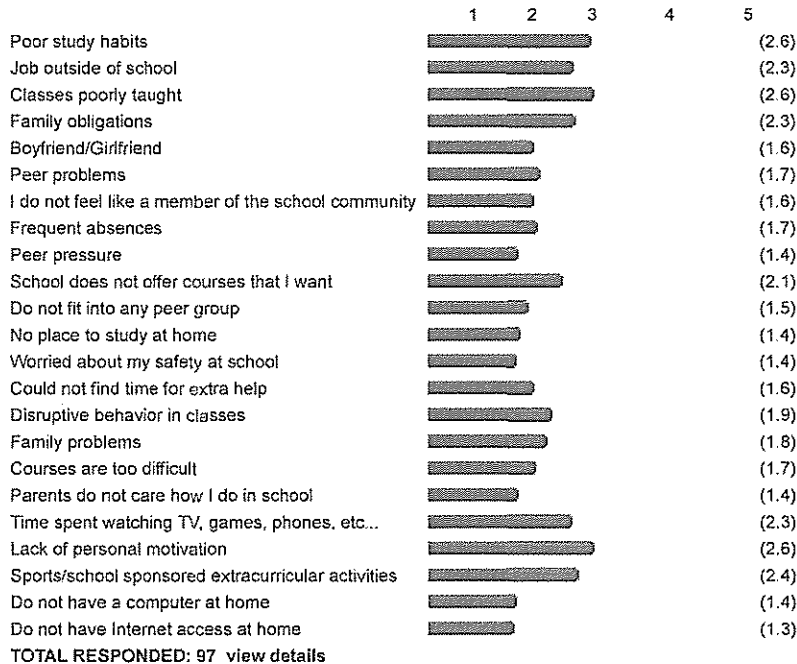


**3. How many years have you attended Somers High School?**

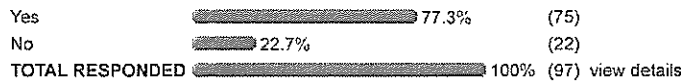


**4. Did any of the following interfere with your high school education? 5-Always 4-Often 3-Sometimes 2-Rarely 1-Never**

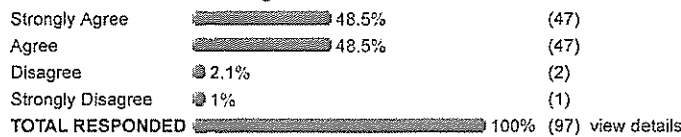
Average Rank



**5. Was your participation in school sponsored extracurricular activities (sports, clubs, etc.) an important part of your high school experience?**

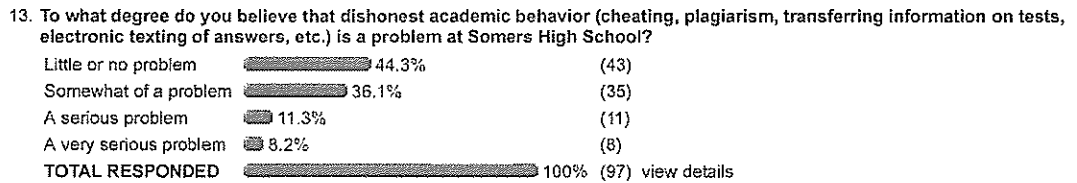
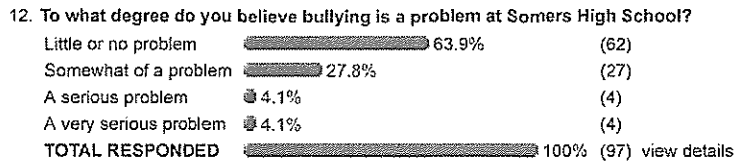
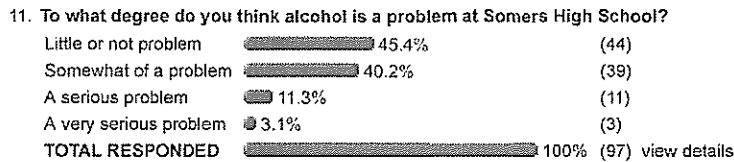
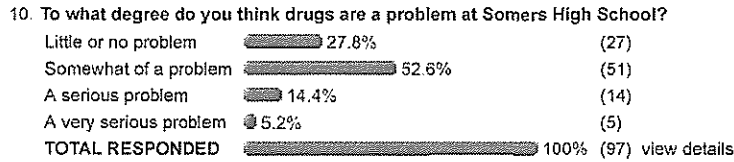
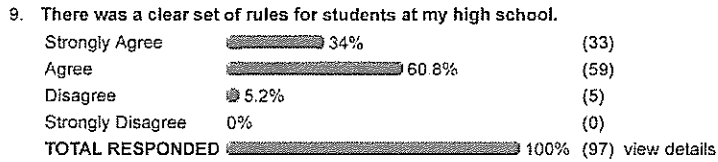
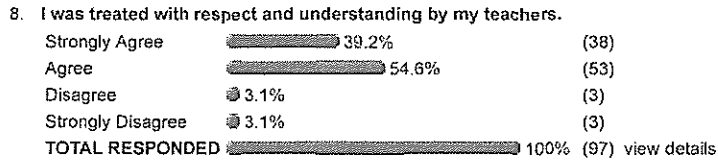
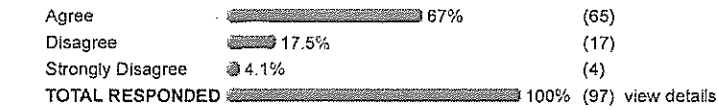


**6. I felt safe in the school building.**



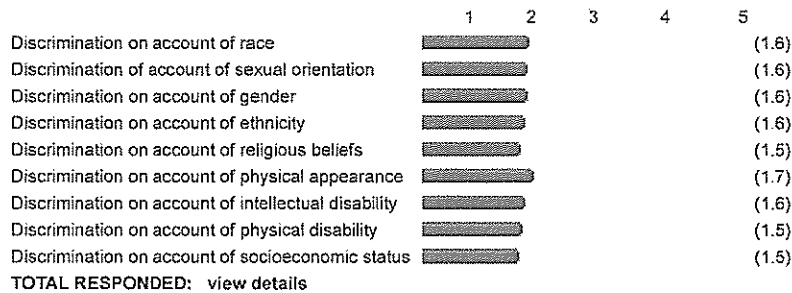
**7. I felt that students respected each other.**





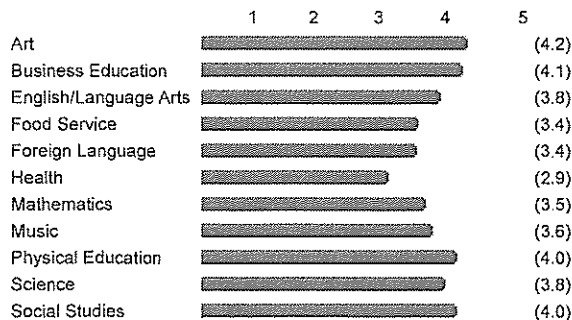
14. To what extent have you experienced any of the following? 5=Always, 4=Often, 3=Sometimes, 2=Rarely, 1=Never

Average Rank



15. Please rate your overall experience in the following areas: DO NOT BUBBLE IN ANYTHING IF IT DOES NOT APPLY TO YOU. 5=Excellent, 4=Very Good, 3=Good, 2=Fair, 1=Poor

Average Rank



Technology Education (3.9)

TOTAL RESPONDED: view details

16. I am satisfied with the education I received in high school.

Strongly Agree 33% (32)
Agree 61.9% (60)
Disagree 2.1% (2)
Strongly Disagree 3.1% (3)

TOTAL RESPONDED 100% (97) view details

17. Were the teachers accessible for help?

Always 26.8% (26)
Often 52.6% (51)
Sometimes 18.6% (18)
Rarely 2.1% (2)
Never 0% (0)

TOTAL RESPONDED 100% (97) view details

18. If finding academic help was an issue, what can we do to make access easier for students?

Total responses: 13 (13%) view details

19. Did you find the work challenging?

Often 14.4% (14)
Sometimes 64.9% (63)
Rarely 16.5% (16)
Never 4.1% (4)

TOTAL RESPONDED 100% (97) view details

20. If you did not find the work challenging, which academic department(s) should provide more challenging material?

Total responses: 10 (10%) view details

21. My teachers had high expectations for me.

Often 55.7% (54)
Sometimes 40.2% (39)
Rarely 4.1% (4)
Never 0% (0)

TOTAL RESPONDED 100% (97) view details

22. Were academic standards high enough?

Often 50.5% (49)
Sometimes 45.4% (44)
Rarely 2.1% (2)
Never 2.1% (2)

TOTAL RESPONDED 100% (97) view details

23. The Counseling and Career Center staff (school counselors, school to career specialist, school social worker, and school psychologist) helped me with: DO NOT BUBBLE IN ANYTHING IF IT DOES NOT APPLY TO YOU. 5=Strongly Agree,4=Agree, 3=Somewhat Agree, 2=Disagree,1=Strongly Disagree

Average Rank

Course selection/adjustment (3.8)
Concerns and strategies about grades (3.3)
College or post-secondary planning (3.6)
Career investigation (career assessment, job shadows, field trips, speakers, internship) (3.3)
Social conflicts (3.0)

TOTAL RESPONDED: view details

24. How would you rate each of the following services? (1-Don't know, 2-Poor, 3-Fair, 4-Good, and 5-Excellent)

Average Rank

Collection (Books, Databases, Software on Computers) (3.3)
Online Services (LMC Website, Online Catalog, Research Databases, eBooks) (3.4)
Internet Access (3.1)
LMC Facilities (3.5)
Hours of Operation/Availability (3.4)

TOTAL RESPONDED: view details

25. How would you rate the Health/Nurse Center at SHS?

Excellent 18.6% (18)
Good 56.7% (55)
Fair 17.5% (17)
Poor 7.2% (7)

TOTAL RESPONDED 100% (97) view details

26. How often did you access PowerSchool for your grades?

Never 4.1% (4)
Sometimes 16.5% (16)
Often 22.7% (22)
Weekly 20.6% (20)

Daily 36.1% (35)  
TOTAL RESPONDED 100% (97) [view details](#)

27. How often did your parents access PowerSchool for your grades?

Never 21.6% (21)  
Sometimes 36.1% (35)  
Often 16.5% (16)  
Weekly 17.5% (17)  
Daily 8.2% (8)

TOTAL RESPONDED 100% (97) [view details](#)

28. What elective classes should we offer students at SHS? (Please be specific, i.e. Woman in Literature, The Holocaust, Greek History...)

Total responses: 37 (37%) [view details](#)

29. If you responded negatively to a question and want the opportunity to explain, please do so here. Please write down the question number and your response.

Total responses: 10 (10%) [view details](#)

survey list -> view responses

Printer-friendly summary Full detail excel csv

**Senior Exit Survey 2018 Summary Report (2018 - 2018)**

Class years: 2018 to 2018 Response set: 1 Responder type: student Change

In-progress: 1 Completed: 101 Not Started: 11

**1. What is your gender?**

Female		53.5%	(54)
Male		46.5%	(47)
<b>TOTAL RESPONDED</b>		<b>100%</b>	<b>(101)</b> <a href="#">view details</a>

**2. In a typical week during the school year, how many hours did you work at a job?**

I Don't Work		33.7%	(34)
Less than 8 hours a week		21.8%	(22)
8 to 16 hours per week		19.8%	(20)
17 to 24 hours per week		17.8%	(18)
More than 24 hours per week		6.9%	(7)
<b>TOTAL RESPONDED</b>		<b>100%</b>	<b>(101)</b> <a href="#">view details</a>

**3. How many years have you attended Somers High School?**

Less than 1 year		1%	(1)
1 year		2%	(2)
2 years		0%	(0)
3 years		4%	(4)
4 years		92.1%	(93)
more than 4 years		1%	(1)
<b>TOTAL RESPONDED</b>		<b>100%</b>	<b>(101)</b> <a href="#">view details</a>

**4. Did any of the following interfere with your high school education? 5-Always 4-Often 3-Sometimes 2-Rarely 1-Never**

Average Rank

	1	2	3	4	5	
Poor study habits						(2.4)
Job outside of school						(2.1)
Classes poorly taught						(2.7)
Family obligations						(2.3)
Boyfriend/Girlfriend						(1.6)
Peer problems						(1.8)
I do not feel like a member of the school community						(1.8)
Frequent absences						(1.7)
Peer pressure						(1.3)
School does not offer courses that I want						(2.0)
Do not fit into any peer group						(1.6)
No place to study at home						(1.4)
Worried about my safety at school						(1.5)
Could not find time for extra help						(1.7)
Disruptive behavior in classes						(2.0)
Family problems						(1.7)
Courses are too difficult						(1.7)
Parents do not care how I do in school						(1.3)
Time spent watching TV, games, phones, etc...						(2.0)
Lack of personal motivation						(2.3)
Sports/school sponsored extracurricular activities						(2.0)
Do not have a computer at home						(1.3)
Do not have Internet access at home						(1.3)
<b>TOTAL RESPONDED: 101</b>						<a href="#">view details</a>

**5. Was your participation in school sponsored extracurricular activities (sports, clubs, etc.) an important part of your high school experience?**

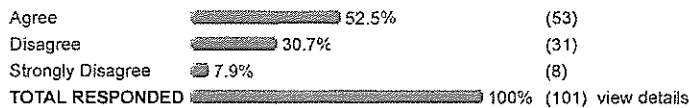
Yes		74.3%	(75)
No		25.7%	(26)
<b>TOTAL RESPONDED</b>		<b>100%</b>	<b>(101)</b> <a href="#">view details</a>

**6. I felt safe in the school building.**

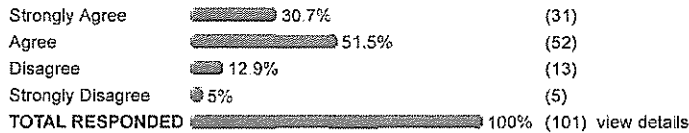
Strongly Agree		31.7%	(32)
Agree		59.4%	(60)
Disagree		6.9%	(7)
Strongly Disagree		2%	(2)
<b>TOTAL RESPONDED</b>		<b>100%</b>	<b>(101)</b> <a href="#">view details</a>

**7. I felt that students respected each other.**

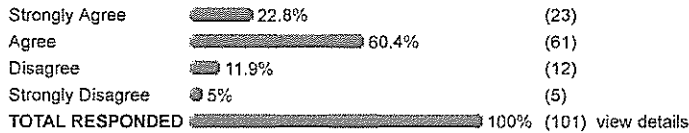
Strongly Agree		8.9%	(9)
----------------	--	------	-----



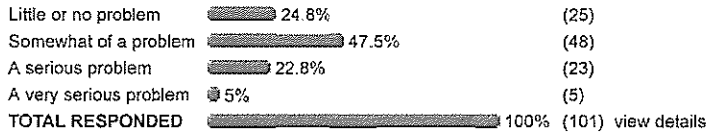
8. I was treated with respect and understanding by my teachers.



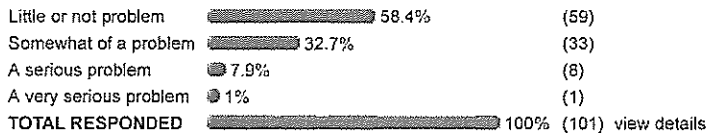
9. There was a clear set of rules for students at my high school.



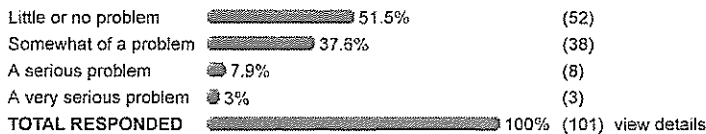
10. To what degree do you think drugs are a problem at Somers High School?



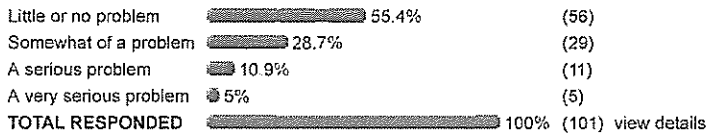
11. To what degree do you think alcohol is a problem at Somers High School?



12. To what degree do you believe bullying is a problem at Somers High School?

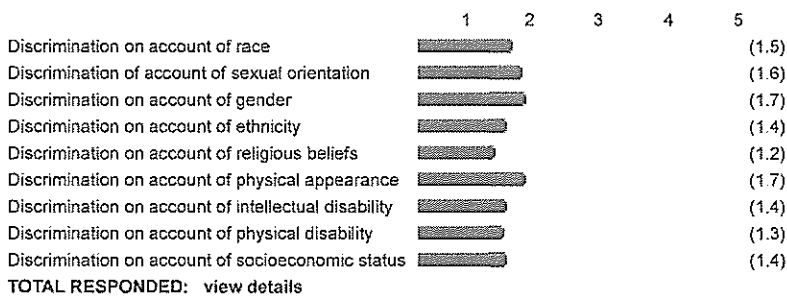


13. To what degree do you believe that dishonest academic behavior (cheating, plagiarism, transferring information on tests, electronic texting of answers, etc.) is a problem at Somers High School?



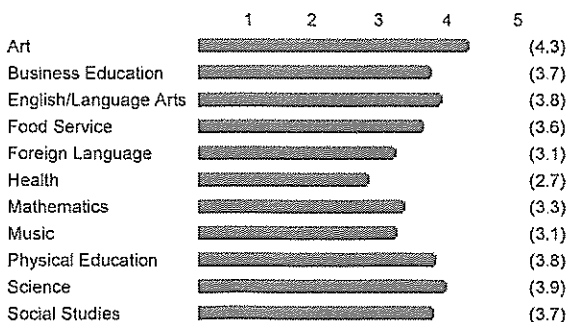
14. To what extent have you experienced any of the following? 5=Always, 4=Often, 3=Sometimes, 2=Rarely, 1=Never

Average Rank



15. Please rate your overall experience in the following areas: DO NOT BUBBLE IN ANYTHING IF IT DOES NOT APPLY TO YOU. 5=Excellent, 4=Very Good, 3=Good, 2=Fair, 1=Poor


Average Rank



Technology Education  (3.8)

TOTAL RESPONDED: [view details](#)

16. I am satisfied with the education I received in high school.

Strongly Agree  20.8% (21)


Agree  67.3% (68)

Disagree  9.9% (10)


Strongly Disagree  2% (2)


TOTAL RESPONDED  100% (101) [view details](#)

17. Were the teachers accessible for help?

Always  26.7% (27)

Often  50.5% (51)

Sometimes  18.8% (19)

Rarely  3% (3)


Never  1% (1)

TOTAL RESPONDED  100% (101) [view details](#)


18. If finding academic help was an issue, what can we do to make access easier for students?

Total responses: 22 (22%) [view details](#)

19. Did you find the work challenging?

Often  17.8% (18)

Sometimes  66.3% (67)

Rarely  15.8% (16)

Never  0% (0)


TOTAL RESPONDED  100% (101) [view details](#)

20. If you did not find the work challenging, which academic department(s) should provide more challenging material?

Total responses: 14 (14%) [view details](#)

21. My teachers had high expectations for me.

Often  61.4% (62)

Sometimes  30.7% (31)

Rarely  5% (5)

Never  3% (3)

TOTAL RESPONDED  100% (101) [view details](#)

22. Were academic standards high enough?

Often  56.4% (57)

Sometimes  35.6% (36)

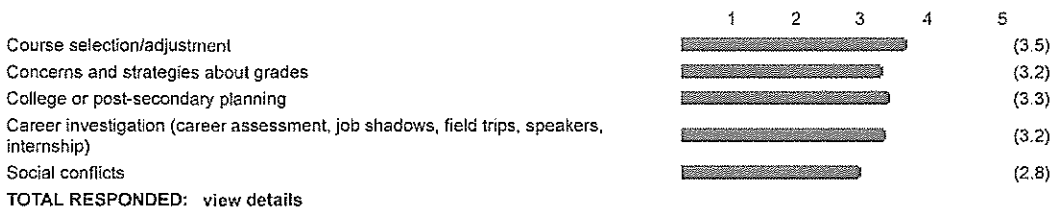
Rarely  5.9% (6)

Never  2% (2)

TOTAL RESPONDED  100% (101) [view details](#)

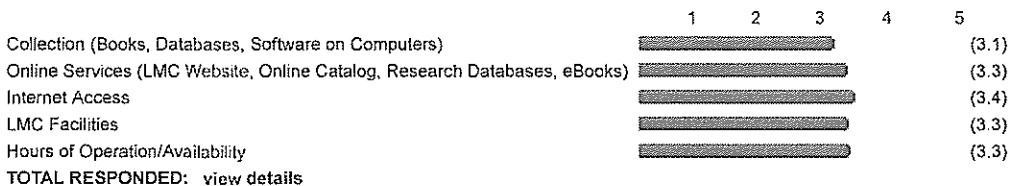
23. The Counseling and Career Center staff (school counselors, school to career specialist, school social worker, and school psychologist) helped me with: DO NOT BUBBLE IN ANYTHING IF IT DOES NOT APPLY TO YOU. 5=Strongly Agree,4=Agree, 3=Somewhat Agree, 2=Disagree,1=Strongly Disagree

Average Rank




24. How would you rate each of the following services? (1-Don't know, 2-Poor, 3-Fair, 4-Good, and 5-Excellent)


Average Rank



25. How would you rate the Health/Nurse Center at SHS?

Excellent  19.8% (20)

Good  40.6% (41)


Fair  28.7% (29)


Poor  10.9% (11)


TOTAL RESPONDED  100% (101) [view details](#)



26. How often did you access PowerSchool for your grades?

Never  5% (5)






Sometimes  15.8% (16)

Often  17.8% (18)

Weekly  23.8% (24)

Daily  37.6% (38)  
TOTAL RESPONDED  100% (101) [view details](#)

27. How often did your parents access PowerSchool for your grades?

Never  25.7% (26)  
Sometimes  31.7% (32)  
Often  18.8% (19)  
Weekly  13.9% (14)  
Daily  9.9% (10)

TOTAL RESPONDED  100% (101) [view details](#)

28. What elective classes should we offer students at SHS? (Please be specific, i.e. Woman in Literature, The Holocaust, Greek History...)

Total responses: 51 (50%) [view details](#)

29. If you responded negatively to a question and want the opportunity to explain, please do so here. Please write down the question number and your response.

Total responses: 23 (23%) [view details](#)