

#1 BOE MEETING
Monday, October 15, 2018 7:00 PM
Board of Education Room, [Address], [City], CT [Zip]

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. AWARDS AND RECOGNITIONS
 1. The Board will honor Somers High School student, Christian Chlebowski.
The Board will honor Somers High School student, Christian Chlebowski, for his national recognition at the Future Business Leaders of America Awards of Excellence on July 1. Christian also earned the Congressional Award Silver Medal this past April.
4. APPROVAL OF MINUTES
 1. Board Minutes from September 24, 2018 3
Board to review and approve Board Minutes from September 24, 2018.
5. AUDIENCE TO CITIZENS/STAFF/STUDENTS
6. CORRESPONDENCE
7. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS
8. CONSENT AGENDA
 1. Warrant of October 15, 2018 10
The warrant of October 15, 2018 in the amount of \$337,848.10 is attached for the Board of Education to review.
 2. Medical Leave for MBA Custodian, Gary Kane
Gary Kane, Custodian at MBA, has been out since 9/19/18 on a medical leave.
 3. Retirement of Somers High Head Custodian, " Barry" Squazza
Mr. Bruno Squazza, Head Custodian of Somers High School, is retiring after 23 years with the Somers Public Schools.
 4. 2nd Warning - Somers Board of Education 2019 Meeting Schedule 18
The Board to review and approve the 2019 Board of Education Meeting Schedule.
 5. 2nd Warning - Somers DBS Code 1340 - Community Relations - Access to School 19
Procedures and Materials
2nd Warning - Somers DBS Code 1340 - Community Relations - Access to School Procedures and Materials
 6. 2nd Warning - Somers DBS Code 3110 - Business - Budget Planning 21
2nd Warning - Somers DBS Code 3110 - Business - Budget Planning
 7. 2nd Warning - Somers DBS Code 3112 - Business - Budget Calendar 23
2nd Warning - Somers DBS Code 3112 - Business - Budget Calendar
 8. 2nd Warning - Somers DBS Code 3120 - Business - Preparation of Budget 25
2nd Warning - Somers DBS Code 3120 - Business - Preparation of Budget. The Policy Committee recommends deleting this policy: redundant with policy 3112.
 9. 2nd Warning - Somers DBS Code 3130 - Business - Budget Publication 26
2nd Warning - Somers DBS Code 3130 - Business - Budget Publication. The Policy Committee recommends deleting this policy: redundant with policy 3112.
 10. 2nd Warning - Somers DBS Code 3140 - Business - Public Review of Budget 27
2nd Warning - Somers DBS Code 3140 - Business - Public Review of Budget. The Policy Committee recommends deleting this policy: redundant with policy 3112.
 11. 2nd Warning - Somers DBS Code 3150 - Business - Adoption of Budget 28
2nd Warning - Somers DBS Code 3150 - Business - Adoption of Budget. The Policy Committee recommends deleting this policy: redundant with policy 3112.
 12. 2nd Warning - Somers DBS Code 3310 - Business - Expenditures/Expending 29
Authority - Purchasing Guides

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| 2nd Warning - Somers DBS Code 3310 - Business - Expenditures/Expending Authority - Purchasing Guides | |
| 13. 2nd Warning - Somers DBS Code 3326 - Business - Paying for Goods and Services | 30 |
| 2nd Warning - Somers DBS Code 3326 - Business - Paying for Goods and Services | |
| 14. 2nd Warning - DBS Code 3430 - Business - Periodic Financial Reports | 32 |
| 2nd Warning - DBS Code 3430 - Business - Periodic Financial Reports | |
| 15. 2nd Warning - Somers DBS Code 4117.2 - Personnel - Certificated: Resignation | 33 |
| 2nd Warning - Somers DBS Code 4117.2 - Personnel - Certificated: Resignation | |
| 9. NEW BUSINESS | |
| 1. Appointment of Cheryl Gustafson as Assistant Principal of Somers High School | |
| Appointment of Cheryl Gustafson as Assistant Principal of Somers High School. | |
| 2. 1st Warning New Textbook - "Hidden Roots" by Joseph Bruchac - 8th Grade Language Arts | 34 |
| 1st Warning New Textbook - "Hidden Roots" by Joseph Bruchac - 8th Grade Language Arts. Board Curriculum Committee members will answer any questions. | |
| 3. 1st Warning New Textbook - "How Navy SEAL's Lead and WIN" by Jocko Willink and Leif Babin - Academic and College English 12 | 36 |
| 1st Warning New Textbook - "How Navy SEAL's Lead and WIN" by Jocko Willink and Leif Babin - Academic and College English 12. Board Curriculum Committee members will answer any questions. | |
| 10. OLD BUSINESS | |
| 11. ADMINISTRATIVE REPORTS | |
| 1. Curriculum Report on (ELA) English Language Arts K-12 | 38 |
| Dr. Irene Zytka will present the Board on ELA initiatives throughout the district. | |
| 2. Educational Technology Report | 40 |
| Dr. Irene Zytka will present the Board of Education the Education Technology Report. | |
| 3. SAT and AP Reports | 43 |
| Mr. Gary Cotzin, Principal of SHS, will present the Board the SAT and AP results. | |
| 4. Transportation Report | |
| Mr. Bill Boutwell will update the Board of Education on any transportation issues. | |
| 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
September 24, 2018 7:00 PM
Board of Education Room

Attendance Taken at 7:00 PM:

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

Others: Bill Boutwell, Gary Cotzin, Daniel Carroll, Faith Sarisley, Sophia Careno

1. CALL TO ORDER

The regular meeting of the Board of Education was called to order at 7:01 p.m. by B. Devlin in the Mabelle B. Avery Board of Education meeting room.

2. PLEDGE OF ALLEGIANCE

3. ELECTION OF OFFICERS

Rationale: The Board of Education will elect officers at this meeting.

Discussion: Superintendent Czapla opened the floor for nominations for Chairman of the BOE.

Motion Passed: Bruce Devlin for Chairman of the BOE passed with a motion by David Palmer and a second by Sarah Bollinger. **9 Yeas - 0 Nays.**

Motion Passed: David Palmer for Vice Chairman of the BOE passed with a motion by Anne Kirkpatrick and a second by Rick Lees. **9 Yeas - 0 Nays.**

Motion Passed: Rick Lees for Secretary of the BOE passed with a motion by David Palmer and a second by Jeremy Anderson. **9 Yeas - 0 Nays.**

4. STUDENT REPRESENTATIVES' REPORT

Discussion: Faith Sarisley and Sophia Careno updated the BOE on SHS events. The Senior's Dunk Tank at the Four Town Fair made over \$1400. They are planning for events such as the semi-formal, senior outing, and the prom. Seniors are meeting with counselors to discuss colleges. The Junior Food Booth sold fudge, candy, soda, and water at the Four Town Fair and made over \$1300. Junior year can be a stressful time for students because they recognize colleges tend to focus on this year academically.

5. APPROVAL OF MINUTES

5.1. Draft Minutes of September 10, 2018 Meeting

Rationale: The Board to review and approve the Draft Minutes of September 10, 2018 meeting.

Motion Passed: Draft minutes from the September 10, 2018 BOE meeting passed with a motion by Jan Martin and a second by Kate McLellan. **9 Yeas - 0 Nays.**

6. AUDIENCE TO CITIZENS/STAFF/STUDENTS

DRAFT

7. CORRESPONDENCE

8. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS

Motion Passed: Motion to add agenda item 14.1 - CABA Convention and CREC Meeting passed with a motion by Anne Kirkpatrick and a second by Kate McLellan.

9 Yeas - 0 Nays.

9. CONSENT AGENDA

Discussion: The BOE thanked Dan Carroll, SHS Assistant Principal, and wished him well.

Motion Passed: Motion to approve Consent Agenda as presented passed with a motion by David Palmer and a second by Barbara Capuano. **9 Yeas - 0 Nays.**

9.1. BOE Warrant for September 24, 2018

Rationale: Warrant for September 24, 2018 in the amount of \$134,871.87 for BOE consent.

9.2. Medical Leave for Sara DeMonti, Somers Elementary Reading Specialist

Rationale: Somers Elementary School's Reading Specialist, Sara DeMonti, is requesting medical leave effective 9/11/18 through approximately 5/10/19.

9.3. Maternity and Childrearing Leave for MBA English Teacher, Jacqueline Rivard

Rationale: 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.

9.4. Maternity Leave for SES Grade 1 Teacher, Emily Galloway

Rationale: Emily Galloway, Grade 1 Teacher, is requesting maternity leave effective 11/2/18 and will return after her six-week maternity leave.

9.5. Medical Leave for Kelly Chevalier, Somers Elementary School Custodian

Rationale: Kelly Chevalier, SES Custodian, is requesting a medical leave with unpaid time effective 9/6/18.

9.6. Resignation of Somers High School Assistant Principal, Daniel Carroll

Rationale: Resignation of Daniel Carroll, Somers High School Assistant Principal, effective October 10, 2018.

10. NEW BUSINESS

10.1. Somers Board of Education Approved Impartial Expulsion Hearing Officer List

Rationale: List of Somers BOE approved impartial expulsion hearing officer list for the Board to approve.

Discussion: Superintendent Czaplak explained to the BOE that the list contains names of education attorneys who have experience with expulsions. There is a limited timeline for expulsion hearings. BOE members may still attend hearings;

however, utilizing an attorney may remove any conflict of interest. Chairman Devlin stated that he would consult with all BOE members before making any decisions regarding expulsion hearings.

Motion Passed: Motion to approve the BOE Impartial Expulsion Hearing List passed with a motion by Anne Kirkpatrick and a second by Sarah Bollinger.
9 Yeas - 0 Nays.

10.2. Somers BOE Approval 2018-19 Budget Revisions

Rationale: Board of Education to approve 2018-19 budget revisions.

Discussion: Mr. Bill Boutwell, Director of Business Services, discussed the revisions made to the budget from last spring including salary, new hires, health insurance, etc. to the BOE.

Motion Passed: Motion to approve budget revisions as presented passed with a motion by David Palmer and a second by Jeremy Anderson. **9 Yeas - 0 Nays.**

10.3. Primary Mental Health Care Provider Grant - Approval

Rationale: BOE to approve the Primary Mental Health Care Provider Grant.

Motion Passed: Motion to approve Primary Mental Health Care Provider Grant passed with a motion by Barbara Capuano and a second by Jan Martin.

9 Yeas - 0 Nays.

10.4. 1st Warning - Somers Board of Education 2019 Meeting Schedule

Rationale: The Board to review the 2019 Board of Education Meeting Schedule.

10.5. 1st Warning - Somers DBS Code 1340 - Community Relations - Access to School Procedures and Materials

Rationale: 1st Warning - Somers DBS Code 1340 - Community Relations - Access to School Procedures and Materials. Board Policy Committee will answer any questions on the policy.

Discussion: All questions may be directed to A. Kirkpatrick or the Policy Committee.

10.6. 1st Warning - Somers DBS Code 3110 - Business - Budget Planning

Rationale: 1st Warning - Somers DBS Code 3110 - Business - Budget Planning. The Board Policy Committee will answer any questions on the policy.

Discussion: All questions may be directed to A. Kirkpatrick or the Policy Committee.

10.7. 1st Warning - Somers DBS Code 3112 - Business - Budget Calendar

Rationale: 1st Warning - Somers DBS Code 3112 - Business - Budget Calendar. The Board Policy Committee will answer any questions on the policy.

Discussion: All questions may be directed to A. Kirkpatrick or the Policy Committee.

10.8. 1st Warning - Somers DBS Code 3120 - Business - Preparation of Budget

Document

Rationale: 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.

Discussion: All questions may be directed to A. Kirkpatrick or the Policy Committee.

10.9. 1st Warning - Somers DBS Code 3130 - Business - Budget Publication

Rationale: 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.

Discussion: All questions may be directed to A. Kirkpatrick or the Policy Committee.

10.10. 1st Warning - Somers DBS Code 3140 - Business - Public Review of Budget

Rationale: 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.

Discussion: All questions may be directed to A. Kirkpatrick or the Policy Committee.

10.11. 1st Warning - Somers DBS Code 3150 - Business - Adoption of Budget

Rationale: 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.

Discussion: All questions may be directed to A. Kirkpatrick or the Policy Committee.

10.12. 1st Warning - Somers DBS Code 3310 - Business - Expenditures/Expending Authority - Purchasing Guides

Rationale: 1st Warning - Somers DBS Code 3310 - Business - Expenditures/Expending Authority - Purchasing Guides. Board Policy Committee will answer any questions on the policy.

Discussion: All questions may be directed to A. Kirkpatrick or the Policy Committee.

10.13. 1st Warning - Somers DBS Code 3326 - Business - Paying for Goods and Services

Rationale: 1st Warning - Somers DBS Code 3326 - Business - Paying for Goods and Services. Board Policy Committee will answer any questions on the policy.

Discussion: All questions may be directed to A. Kirkpatrick or the Policy Committee.

10.14. 1st Warning - Somers DBS Code 3430 - Business - Periodic Financial Reports

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Rationale: 1st Warning - Somers DBS Code 3430 - Business - Periodic Financial Reports. Board Policy Committee will answer any questions on the policy.

Discussion: All questions may be directed to A. Kirkpatrick or the Policy Committee.

10.15. 1st Warning - Somers DBS Code 4117.2 - Personnel - Certificated: Resignation

Rationale: 1st Warning - Somers DBS Code 4117.2 - Personnel - Certificated: Resignation

Discussion: All questions may be directed to A. Kirkpatrick or the Policy Committee.

11. OLD BUSINESS

12. ADMINISTRATIVE REPORTS

12.1. Somers High School Building Goals

Rationale: Mr. Gary Cotzin, SHS Principal, will present the SHS building goals to the BOE.

Discussion: Mr. Gary Cotzin, SHS Principal, and Mr. Dan Carroll, SHS Assistant Principal, updated the BOE on four building goals: students improving math skills as measured by PSAT/SAT tests by 15 points from 10/2018-04/2019; students improving literacy skills as measured by PSAT/SAT tests by 15 points from 10/2018-04/2019; sophomores and intervention students improving their math and literacy NWEA scores by 3 points; and, students will complete a sufficient number of credits each year to graduate. Mr. Cotzin explained that the English and Math departments are focusing on teaching students problem-solving skills. Test scores are used to help teachers analyze areas to improve as well as enabling them to design instructional methods.

12.2. Somers High School Exit Survey Results

Rationale: Mr. Gary Cotzin, Somer High School Principal, will present exit survey results to the BOE.

Discussion: Mr. Gary Cotzin, SHS Principal, and Mr. Dan Carroll, SHS Assistant Principal, updated the BOE on Senior Exit Survey results and compared 2018 to 2017. Issues with alcohol continue to show improvement; students feel less discriminated against; bullying is less of an issue; and, students continue to feel respected by staff. Mr. Cotzin reported that there were less favorable responses regarding students feeling safe; students feeling that rules are not clearly defined; and, a decreased positive perception of the Nurse/Health Services. Mr. Cotzin addressed the school safety issues which included the increased number of security cameras, the doorway monitors, and anonymous alerts that will be implemented soon. Class-wide meetings were held at the start of the year to help define the rules, and the handbook discipline policy is now online. There was also a change made last year in the Nurse/Health Services which will hopefully improve feedback this

year. Superintendent Czaplá recommended updating the survey questions in order

to make them more relevant for the students.

12.3. Superintendent Update

Rationale: The Superintendent will update the BOE on recent events.

Discussion: Superintendent Czapla updated the BOE on recent events. A draft of the Campus View was made available to each member of the BOE to review. He reported that the first Strategic Planning Meeting was held last week. They discussed an overview of the planning process and the future of education which will play a role in developing SPS's strategic plan. The next Strategic Planning Meeting will be held on Thursday, September 27, 2018. A. Kirkpatrick attended the meeting last week and thought the reaction from the staff was very positive.

13. COMMITTEE REPORTS

13.1. BUDGET

Discussion: Superintendent Czapla reported that administrators are working with staff to generate budget requests. Requests are due on 10/12/18 at which time the process will begin and will continue through December/January. The budget will then be presented to the BOE.

13.2. CURRICULUM

Discussion: K. McLellan reported that the Curriculum Committee met prior to the BOE meeting on 9/24/18. Two textbooks will be warned at the next BOE meeting.

13.3. POLICY

Discussion: No report.

13.4. SALARY & NEGOTIATION

Discussion: Superintendent Czapla reported that they are meeting with consultants. There will be future reports on insurance premiums and pensions. Meetings will occur later in the fall or early winter.

13.5. PLANNING


Discussion: J. Anderson voiced his concern on information he has heard as well as information that has been posted on social media from citizens regarding the track renovation, location, and the process. S. Bollinger avowed that she has heard of similar information. Superintendent Czapla reported that he brought in a firm to give their opinion on costs in preparation for the bonding budget. The quote was for one location; however, the final location will be determined after a thorough analysis of all submitted proposals. The BOE will be involved in the decision-making process. S. Bollinger also requested further information on items under the revised budget. Answers will be reported at the next BOE meeting on 10/15/18.

13.6. OTHER COMMITTEES

Somers Board of Education General Budget Treasury Warrant

Check Batch: 21214
 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:** 10/11/18
William B. Boutwell, Director of Business Services

| | | | | | | |
|-------|-------|------------|--------|---|------|------------|
| 21214 | 15785 | 10/15/2018 | V02185 | Allston Supply Co. Inc. | 0.00 | 545.04 |
| | 15786 | 10/15/2018 | V60790 | Alternative Access Assistive Technology | 0.00 | 1,446.25 |
| | 15787 | 10/15/2018 | V52670 | SYNCB/AMAZON | 0.00 | 2,468.54 |
| | 15789 | 10/15/2018 | V52306 | AmeriPride Services, Inc | 0.00 | 610.92 |
| | 15790 | 10/15/2018 | V60040 | Anthem Life Insurance Company | 0.00 | 2,394.79 |
| | 15791 | 10/15/2018 | V02223 | B.A. Muzio Company Inc. | 0.00 | 11.63 |
| | 15792 | 10/15/2018 | E00450 | Bergamini, Lisa | 0.00 | 26.16 |
| | 15793 | 10/15/2018 | E00570 | Boutwell, Holly | 0.00 | 20.36 |
| | 15794 | 10/15/2018 | E00708 | Burns, Shannin | 0.00 | 239.88 |
| | 15795 | 10/15/2018 | E00576 | Carroll, Daniel | 0.00 | 77.10 |
| | 15796 | 10/15/2018 | E00576 | Carroll, Daniel | 0.00 | 100.00 |
| | 15797 | 10/15/2018 | V00052 | CAS Inc. | 0.00 | 25.00 |
| | 15798 | 10/15/2018 | V54308 | Gale/CENGAGE Learning | 0.00 | 2,263.00 |
| | 15799 | 10/15/2018 | V60575 | Channing Bete Company, Inc | 0.00 | 94.95 |
| | 15800 | 10/15/2018 | V61309 | PC Parts Plus LLC | 0.00 | 2,009.37 |
| | 15801 | 10/15/2018 | V61455 | ConnectiCare, Inc | 0.00 | 138,458.73 |
| | 15802 | 10/15/2018 | V02198 | The Connecticut Water Company | 0.00 | 5,966.70 |
| | 15803 | 10/15/2018 | V61473 | COX Business | 0.00 | 1,503.54 |
| | 15804 | 10/15/2018 | V00204 | CREC | 0.00 | 20,673.28 |
| | 15805 | 10/15/2018 | V60709 | DBS Financial Services LLC | 0.00 | 1,606.62 |

Somers Board of Education General Budget Treasury Warrant

| Batch # | Check # | Check Date | Vendor Code | Vendor Name | Electronic Amount | Check Amount |
|---------|---------|------------|-------------|-------------------------------------|-------------------|--------------|
| | 15806 | 10/15/2018 | V60416 | DG Graphics | 0.00 | 2,008.96 |
| | 15807 | 10/15/2018 | V60089 | Dime Oil Company LLC | 0.00 | 232.02 |
| | 15808 | 10/15/2018 | V61163 | EdTech Team Inc | 0.00 | 1,625.00 |
| | 15809 | 10/15/2018 | V00605 | Electrical Wholesalers | 0.00 | 140.38 |
| | 15810 | 10/15/2018 | V00605 | Electrical Wholesalers | 0.00 | 196.82 |
| | 15811 | 10/15/2018 | V52317 | Ellington Board of Education | 0.00 | 15,637.94 |
| | 15812 | 10/15/2018 | V53634 | Enfield Public Schools | 0.00 | 1,800.00 |
| | 15813 | 10/15/2018 | V61230 | ENGIE Resources | 0.00 | 1,780.75 |
| | 15814 | 10/15/2018 | V00159 | Eversource Energy | 0.00 | 13,022.19 |
| | 15815 | 10/15/2018 | V60993 | First Choice Services | 0.00 | 600.60 |
| | 15816 | 10/15/2018 | V02186 | Flinn Scientific, Inc. | 0.00 | 77.00 |
| | 15817 | 10/15/2018 | V61017 | Frontier Communications | 0.00 | 660.76 |
| | 15818 | 10/15/2018 | V61015 | Frontline Technologies Group, LLC | 0.00 | 2,000.00 |
| | 15819 | 10/15/2018 | E00779 | Fry, Cheryl | 0.00 | 164.24 |
| | 15820 | 10/15/2018 | E00118 | Gengenbach, Leslie | 0.00 | 362.89 |
| | 15821 | 10/15/2018 | A00180 | Girard, Ginger | 0.00 | 88.23 |
| | 15822 | 10/15/2018 | V60719 | Global Datebooks | 0.00 | 150.00 |
| | 15823 | 10/15/2018 | E00020 | Gowash, Tammy | 0.00 | 71.61 |
| | 15824 | 10/15/2018 | V54081 | Graduate Pest Solutions, Inc. | 0.00 | 541.00 |
| | 15825 | 10/15/2018 | V00511 | Grainger | 0.00 | 946.22 |
| | 15826 | 10/15/2018 | V60804 | Granite City Electric Supply | 0.00 | 362.30 |
| | 15827 | 10/15/2018 | V51232 | Hartford Hospital-Grace Webb School | 0.00 | 876.00 |
| | 15828 | 10/15/2018 | R00656 | Hildebrand, JoAnne | 0.00 | 452.26 |
| | 15829 | 10/15/2018 | V00564 | Hillyard-New England | 0.00 | 102.79 |
| | 15830 | 10/15/2018 | V21177 | Home Depot CRC | 0.00 | 76.22 |
| | 15831 | 10/15/2018 | V52848 | Intensive Education Academy, Inc. | 0.00 | 12,435.54 |
| | 15832 | 10/15/2018 | V60043 | IVEY Industries | 0.00 | 256.60 |
| | 15833 | 10/15/2018 | V00438 | Journal Inquirer | 0.00 | 266.76 |
| | 15834 | 10/15/2018 | V02625 | K & S Distributors | 0.00 | 7,991.23 |
| | 15836 | 10/15/2018 | V61468 | Kraissl Company, Inc | 0.00 | 998.01 |
| | 15837 | 10/15/2018 | E00187 | Legg, Karen | 0.00 | 106.30 |
| | 15838 | 10/15/2018 | E00206 | MacFeat, James | 0.00 | 147.00 |
| | 15839 | 10/15/2018 | V02898 | MagnaKleen Services | 0.00 | 159.30 |
| | 15840 | 10/15/2018 | E00845 | Maurice, Kelly | 0.00 | 164.68 |
| | 15841 | 10/15/2018 | E00690 | Messina, Denise | 0.00 | 62.78 |
| | 15842 | 10/15/2018 | V60294 | MHS | 0.00 | 71.00 |
| | 15843 | 10/15/2018 | V60053 | Microbac Laboratories, Inc | 0.00 | 692.00 |

Somers Board of Education General Budget Treasury Warrant

| Batch # | Check # | Check Date | Vendor Code | Vendor Name | Electronic Amount | Check Amount |
|---------|---------|------------|-------------|---------------------------------------|-------------------|--------------|
| | 15844 | 10/15/2018 | V21005 | MSC Industrial Supply Co. | 0.00 | 196.63 |
| | 15845 | 10/15/2018 | V54074 | NASSP | 0.00 | 250.00 |
| | 15846 | 10/15/2018 | V60983 | OMNI Group, The | 0.00 | 26.00 |
| | 15847 | 10/15/2018 | V53849 | NCS Pearson, Inc. | 0.00 | 554.41 |
| | 15848 | 10/15/2018 | V60568 | PSA Healthcare | 0.00 | 576.00 |
| | 15849 | 10/15/2018 | V52686 | Plimpton & Hills | 0.00 | 118.33 |
| | 15850 | 10/15/2018 | V60864 | Pullman & Comley, LLC | 0.00 | 1,185.93 |
| | 15851 | 10/15/2018 | V60925 | ReadyNurse Staffing Services | 0.00 | 3,456.00 |
| | 15852 | 10/15/2018 | V60234 | REM Industrial Solutions | 0.00 | 415.00 |
| | 15853 | 10/15/2018 | V61382 | Rugby Holdings, LLC | 0.00 | 1,408.65 |
| | 15854 | 10/15/2018 | V01779 | S&S Worldwide | 0.00 | 35.98 |
| | 15855 | 10/15/2018 | V00615 | Scholastic Inc | 0.00 | 1,373.90 |
| | 15856 | 10/15/2018 | V01292 | School Specialty, Inc. | 0.00 | 2,569.51 |
| | 15857 | 10/15/2018 | V60979 | Shanahan, Jim | 0.00 | 150.00 |
| | 15858 | 10/15/2018 | V51324 | Sherwin-Williams Co., The | 0.00 | 630.13 |
| | 15859 | 10/15/2018 | V61462 | Sierakowski, Donald W | 0.00 | 2,600.00 |
| | 15860 | 10/15/2018 | V02217 | Smyth's Auto & Truck | 0.00 | 350.00 |
| | 15861 | 10/15/2018 | V00886 | Somers Lunch Program | 0.00 | 572.65 |
| | 15862 | 10/15/2018 | V60809 | Somers Mechanical Services, LLC | 0.00 | 4,760.00 |
| | 15863 | 10/15/2018 | V61373 | Somers Star Hardware | 0.00 | 381.42 |
| | 15865 | 10/15/2018 | V01591 | Town of Somers | 0.00 | 7,873.96 |
| | 15866 | 10/15/2018 | V60266 | Stafford High School | 0.00 | 500.00 |
| | 15867 | 10/15/2018 | E00909 | Stamm, Cynthia | 0.00 | 52.32 |
| | 15868 | 10/15/2018 | V61292 | State of Connecticut-Treasurer | 0.00 | 2,250.00 |
| | 15869 | 10/15/2018 | V60056 | Supplyworks | 0.00 | 722.86 |
| | 15870 | 10/15/2018 | V60394 | SWAN Associates Inc | 0.00 | 4,471.80 |
| | 15871 | 10/15/2018 | V00645 | Taylor Rental | 0.00 | 1,216.00 |
| | 15872 | 10/15/2018 | V51174 | Therapro, Inc. | 0.00 | 136.95 |
| | 15873 | 10/15/2018 | V60248 | Total Protection Security Systems LLC | 0.00 | 170.00 |
| | 15874 | 10/15/2018 | V60407 | Trane U.S. Inc | 0.00 | 5,086.28 |
| | 15875 | 10/15/2018 | V60044 | Troxell Communications | 0.00 | 3,392.00 |
| | 15876 | 10/15/2018 | M53099 | Tull Brothers, Inc. | 0.00 | 1,264.57 |
| | 15877 | 10/15/2018 | V60819 | Turf Products | 0.00 | 973.94 |
| | 15878 | 10/15/2018 | V60869 | Twin State Turf Farm, Inc | 0.00 | 120.00 |
| | 15879 | 10/15/2018 | V53987 | U.S. Bank Equipment Finance, Inc | 0.00 | 2,150.80 |
| | 15880 | 10/15/2018 | V02758 | University of Saint Joseph | 0.00 | 6,120.00 |
| | 15881 | 10/15/2018 | V00548 | USA Waste and Recycling | 0.00 | 1,504.70 |

Somers Board of Education General Budget Treasury Warrant

| Batch # | Check # | Check Date | Vendor Code | Vendor Name | Electronic Amount | Check Amount |
|----------------|---------|------------|-------------|-------------------------------------|-------------------|--------------|
| | 15882 | 10/15/2018 | V61140 | Van Pool Transportation LLC | 0.00 | 22,825.00 |
| | 15883 | 10/15/2018 | V54059 | Verizon Wireless | 0.00 | 634.41 |
| | 15884 | 10/15/2018 | V53413 | W. B. Mason Co., Inc. | 0.00 | 3,647.04 |
| | 15885 | 10/15/2018 | V53413 | W. B. Mason Co., Inc. | 0.00 | 32.90 |
| | 15886 | 10/15/2018 | E00342 | Walker, Alan | 0.00 | 426.25 |
| | 15887 | 10/15/2018 | V61410 | Cardmember Service | 0.00 | 2,566.54 |
| | 15888 | 10/15/2018 | V61445 | Willie Ross School of the Deaf, The | 0.00 | 230.00 |
| Totals: | | | | | 0.00 | \$337,848.10 |

101 Checks Listed.

Somers Board of Education General Journal Register

Report # 54305
Batch: 21168
Transaction: N/A
Show Summary Only: Yes

| | | | | | | |
|----------------|----------------------|---------------|-------------------|-------------------|------------------------|------------------------|
| Batch # | Control Total | Status | Created By | Created On | Last Updated By | Last Updated On |
| 21168 | \$337,848.10 | Posted | Lbergamini | 10/05/2018 | Lbergamini | 10/11/2018 |

| General Ledger Distribution Summary | | | | | | |
|-------------------------------------|----------------------------------|--------------------------------|-------------|----------------|---------------------|---------------------|
| Period, Fiscal Year | Account Number | Account Description | DTF Base | Over Budget | Debits | Credits |
| October, 2019 | | | | | | |
| Generated Distributions | | | | | | |
| | 10-000-0-0-00-000-710-00-0-00000 | ENCUMBRANCE CONTROL | | | 325,352.18 | 0.00 |
| | 10-000-0-0-00-000-720-00-0-00000 | RESERVE FOR ENCUMBRANCE | | | 0.00 | 325,352.18 |
| Total Generated Distributions | | | | | \$325,352.18 | \$325,352.18 |
| User-Entered Distributions | | | | | | |
| | 10-000-0-0-00-000-241-00-0-00000 | ACCOUNTS PAYABLE | | | 0.00 | 337,848.10 |
| | 10-100-2-2-14-241-611-01-5-00155 | K-5 - GENERAL SUPPLIES | | | 2,526.78 | 0.00 |
| | 10-100-2-2-14-242-611-01-5-00652 | K-5 - KINDERGARTEN SUPPLIES | | Yes | 2,471.25 | 0.00 |
| | 10-100-2-2-18-242-611-01-5-00187 | K-5 - MATH SUPPLIES | | | 68.94 | 0.00 |
| | 10-100-2-2-22-242-611-01-5-00193 | K-5 - PHYSICAL ED SUPPLIES | | | 98.26 | 0.00 |
| | 10-100-2-2-28-242-611-01-5-00202 | K-5 - SCIENCE/HEALTH SUPPLIES | | | 686.95 | 0.00 |
| | 10-100-2-2-30-242-611-01-5-00208 | K-5 - SOCIAL STUDIES SUPPLIES | | | 686.95 | 0.00 |
| | 10-100-2-3-14-241-611-01-5-00157 | MA - GENERAL SUPPLIES | | | 601.00 | 0.00 |
| | 10-100-2-4-12-242-611-01-5-00183 | HS - TECHNOLOGY ED SUPPLIES | | | 2,251.32 | 0.00 |
| | 10-100-2-4-14-241-611-01-5-00159 | HS - GENERAL SUPPLIES | | | 945.83 | 0.00 |
| | 10-100-2-4-22-242-611-01-5-00195 | HS - PHYSICAL ED SUPPLIES | | | 468.63 | 0.00 |
| | 10-100-2-4-26-242-611-01-5-01070 | HS - ENGLISH SUPPLIES | | | 244.49 | 0.00 |
| | 10-100-2-4-28-242-611-01-5-00206 | HS - SCIENCE SUPPLIES | | | 183.30 | 0.00 |
| | 10-100-2-4-46-242-611-01-5-00229 | HS - SCHOOL TO CAREER SUPPLIES | | | 38.51 | 0.00 |
| | 10-100-2-4-48-242-611-01-5-00721 | HS - HEALTH ED SUPPLIES | | | 201.42 | 0.00 |
| | 10-100-2-5-14-241-611-01-5-00873 | SW - GENERAL COMPUTER SUPPLIES | | | 376.68 | 0.00 |
| | 10-120-9-9-98-214-111-01-5-00889 | SW - Sp ED SUMMER PROGRAMS | | Yes | 4,032.00 | 0.00 |
| | 10-120-9-9-98-242-611-01-5-01332 | OCC. THERAPY SUPPLIES | | Yes | 136.95 | 0.00 |
| | 10-120-9-9-98-243-611-01-5-01002 | SP ED - TESTING | | | 625.41 | 0.00 |
| | 10-120-9-9-98-251-580-05-5-00272 | SP ED - TRAVEL/IN-SERVICE | | | 67.69 | 0.00 |
| | 10-120-9-9-98-251-580-05-5-00273 | SP ED - DIRECTOR'S TRAVEL | | | 62.78 | 0.00 |
| | 10-120-9-9-98-955-330-02-5-01142 | SPED - CONSULTANT FEES | | | 230.00 | 0.00 |
| | 10-120-9-9-98-955-330-02-5-01674 | SP ED - CONTRACTED SERVICES | | | 1,446.25 | 0.00 |
| | 10-210-2-4-32-242-611-01-5-01677 | HS - PBIS SUPPLIES | | | 177.10 | 0.00 |
| | 10-212-2-4-46-242-611-02-5-00178 | HS - GUIDANCE SUPPLY | | | 36.86 | 0.00 |
| | 10-213-3-4-48-421-323-02-5-01146 | SW HEALTH SUPPLIES | | | 2,518.04 | 0.00 |

Somers Board of Education General Journal Register

Report # 54305

| Batch # | Control Total | Status | Created By | Created On | Last Updated By | Last Updated On |
|---------|---------------|--------|------------|------------|-------------------|-------------------|
| 21168 | \$337,848.10 | Posted | Lbergamini | 10/05/2018 | Lbergamini | 10/11/2018 |
| | | | | | 7,779.10 | 0.00 |
| | | | | | 2,009.37 | 0.00 |
| | | | | | 11,750.21 | 0.00 |
| | | | | | 3,019.82 | 0.00 |
| | | | | | 1,369.26 | 0.00 |
| | | | | | 755.20 | 0.00 |
| | | | | | 1,504.70 | 0.00 |
| | | | | | 76.22 | 0.00 |
| | | | | | 373.10 | 0.00 |
| | | | | | 973.94 | 0.00 |
| | | | | | 630.13 | 0.00 |
| | | | | | 541.00 | 0.00 |
| | | | | | 502.68 | 0.00 |
| | | | | | 118.33 | 0.00 |
| | | | | | 232.02 | 0.00 |
| | | | | | 6,387.05 | 0.00 |
| | | | | | 4,162.53 | 0.00 |
| | | | | | 5,719.05 | 0.00 |
| | | | | | 140.93 | 0.00 |
| | | | | | 5,966.70 | 0.00 |
| | | | | | 692.00 | 0.00 |
| | | | | | 2,000.00 | 0.00 |
| | | | | | 7,336.15 | 0.00 |
| | | | | | 23,277.26 | 0.00 |
| | | | | | 537.81 | 0.00 |
| | | | | | 2,394.79 | 0.00 |
| | | | | Yes | 138,458.73 | 0.00 |
| | | | | | 88.23 | 0.00 |
| | | | | | 2,300.00 | 0.00 |
| | | | | | 426.25 | 0.00 |
| | | | | Yes | 14,490.18 | 0.00 |
| | | | | | 41,252.58 | 0.00 |
| | | | | | <u>337,848.10</u> | <u>337,848.10</u> |
| | | | | | <u>663,200.28</u> | <u>663,200.28</u> |
| | | | | | <u>663,200.28</u> | <u>663,200.28</u> |

Somers Board of Education General Journal Register

Report # 54305

| Batch # | Control Total | Status | Created By | Created On | Last Updated By | Last Updated On |
|----------------|----------------------|---------------|-------------------|-------------------|------------------------|------------------------|
| 21168 | \$337,848.10 | Posted | Lbergamini | 10/05/2018 | Lbergamini | 10/11/2018 |

465 Transactions Listed.



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

Instructional Resource Proposal Form

Use this form to propose the purchase of new textbooks, software, or other major instructional resources for a new course, grade, or multiple grades.

Date: June 21, 2018

Person(s) submitting: Miranda Wilson

Content Area: Language Arts **Grade(s)** Eighth **Course:** General Education

Recommended Purchase:

Title or Name of Resource: *Hidden Roots* by Joseph Bruchac

Type of Resource: Mentor Text ISBN# 0557711681

Copyright: January 31, 2011 Vendor: Amazon

Address: Amazon.com

Background: (Why this purchase is being proposed?)

Based on a review of the 2017-2018 school year, it has been determined that the Holocaust Unit no longer meets cross-curricular alignment or unit goals as presented in the current curriculum model. As the current unit (Research: The Holocaust) progressed, it was evident instruction in core skills were lacking and did not provide students with a readiness to learn and succeed. Furthermore, students exhibited a confusion of time period when transitioning from the social studies curriculum to the language arts classroom as the year in social studies ends with the Civil War.

In addition, the eighth grade curriculum lacks a mentor text featuring a minority character. This gap alienates many of our students. The inclusion of a Native American protagonist will provide students with an opportunity to expand their worldview and connect with someone who demonstrates the struggles of our minority population.

Process used to select this curriculum resource:

Joseph Bruchac is a celebrated Native American author. Many of his poems and short stories are already a part of our curriculum. In addition, the novel *Winter People* was just added to our summer reading list. This novel directly connects to the social studies curriculum. The title of the unit will be "Embracing Heritage". The unit will provide instruction and monitoring of the core skills necessary to enhance student performance. Furthermore, the novel will strengthen the alignment of the social studies curriculum to the literature/concepts presented in language arts.

Is this the only curriculum resource for this course? No **If not, what other resource(s) will be used?**

- Supporting Modified Instruction- *Touch My Tears: Tales from the Trail of Tears* by Sarah Sawyer, *As Long as the Rivers Flow: The Stories of Nine Native Americans* by Paula Gunn Allen and Patricia Clark Smith
- Teacher- *Native Americans Today: Resources and Activities for Educators, Grades 4-8* by Arlene Hirschfelder, *Native Americans: A Thematic Unit on Converging Cultures* by Wendy S. Wilson, *The Truth About Stories: A Native Narrative* by Thomas King

How was this resource evaluated in terms of providing adequate instructional support for the curriculum?

The novel has been chosen because it provides rigor and aligns with the eighth grade standards, while maintaining a level of content appropriate for middle level students.

Enduring Understandings –By the end of the unit, students will understand that...

- our heritage defines us individually and as a nation.
- our heritage molds our belief systems and influences our traditions.
- background information enhances understanding of literature.
- oral tradition is vital to the survival of culture.
- the experiences of each American populace varies and is influenced by cultural misunderstandings/prejudice.
- genocide occurred in the United States.
- our stories are interwoven and connect us as people.

Attach a standard budget sheet to detail the purchase costs.

*The cost will be covered within the 2018-2019 budget as presented to the staff in June (\$566).

Textbook Proposal Form

Use this form to propose the purchase of new textbooks, software, or other major instructional resources for a new course, grade, or multiple grades.

Date: April 18th, 2018

Person(s) submitting: Erik Serrell-Dube

Content Area: English **Grade(s)** 12

Course: Academic and College English 12

Recommended Purchase: 15 copies of Extreme Ownership: How Navy SEAL's Lead and WIN for 2018-2019 academic year

Title or Name of Resource: How Navy SEAL's Lead and WIN by Jocko Willink and Leif Babin

Type of Resource: Nonfiction Memoir/Business

ISBN# 1250183863 SKU#

Copyright: 2017 Vendor: St Martain Press

Address: _____

1. Does the text address the content of the curriculum at the appropriate grade level?

Yes No

Process used to select this curriculum resource:

In adopting this text the goal is to introduce current non-fiction reading into the curriculum for academic seniors that is relevant and allows for deeper discussion and application. The memoir-narrative/application style of the text is highly engaging, which is necessary for academic and college level students.

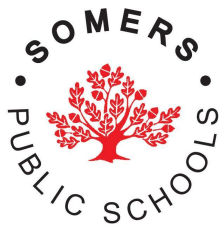
Is this the only curriculum resource for this course? No **If not, what other resource(s) will be used?** The remaining grade 12 novels will remain in their scheduled places within the curriculum.

How was this resource evaluated in terms of providing adequate instructional support for the curriculum?

This text was reviewed by the department and found to be of appropriate reading level for all 12th grade students. The pedagogical nature of the writing, which goes from memoir in action to application in business, demonstrates the interconnectedness of experiences, consequences of actions, and allows for not only discussion but also extensive projects. This book is currently a number 1 Amazon seller in several categories and a New York Times Bestseller. There may be interdisciplinary possibilities for assignments as well.

Attach a standard budget sheet to detail the purchase costs.

Amazon price is \$18.29. We average 15 students in Academic 12 English where it will be used next year. This puts the cost at \$274.35. This will be purchased through the English Supply budget at the beginning of 2018-19 school year.



**Board of Education
Administrative Report**

Title of Report: Curriculum Update-English Language Arts (ELA) K-12

Board Meeting Date:

Action

Report

Information

Discussion

Submitted by:

Executive Summary

ELA initiatives throughout the district are focusing primarily on alignment with CCSS and grade level foundational skills. In 2019-20, the middle school is slated to revisit their “textbooks” and novel selections to be purchased in 2019-2020. SES is slated the following year and is working on a 3-year transition plan to Fountas and Pinnell classroom with the integration of Foundations.

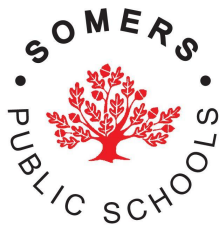
Report

SHS

1. Continuing the switch of sophomore American Literature to junior American Literature. This is a 4-year plan of moving one unit per year. We have already moved Gatsby and Crucible to junior year and moved Lord of the Flies and Fahrenheit 451 and to sophomore year (honors sophomores have also inherited Brave New World in this process).
2. The ELA dept is updating their communication rubrics. The plan is to have one for 9th and 10th and a more rigorous one for 11th and 12th.
3. The ELA dept is also updating the 'Style Guide' that has not been updated since the 1990s. This will include MLA-8 expectations and communication rubric components.

MBA

The ELA department at MBA is exploring “textbooks” and novels for scheduled purchases in 2019-2020. In preliminary meetings with the department, the tendency is to move away from anthologies and focus more on novels and interdisciplinary activities. They are also looking to incorporate more focus on writing with specific resources to support their efforts. Alignment with the high school is ongoing as they make changes to the previously mentioned style guide.



Board of Education Administrative Report

SES

Foundations:

Students in grades K-3 receive a systematic program in critical foundational skills, emphasizing:

- Phonemic awareness
- Phonics/ word study
- High-frequency word study
- Reading fluency
- Vocabulary
- Comprehension strategies
- Handwriting
- Spelling

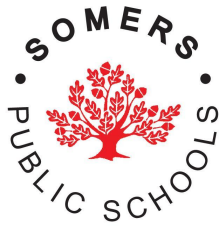
The instruction aligns with states' rigorous college and career ready standards. Implementation of Foundations in K-2 this school year and grade 3 next year.

F & P Learning Continuum:

Purchased for all special and regular education teachers (K-5). Professional Development is scheduled in February for these teachers.

The Learning Continuum has a lot of information but, SES is focusing on the section of identifying those target skills that are needed during guided reading based on student's instructional reading level (this is directly based on F & P BAS assessment)

A meeting is scheduled with representatives from F & P to discuss the possible purchase of F & P classroom and implementation plan for roll out over a 3 year period. This is slated for the 2020-21 textbook schedule.



**Board of Education
Administrative Report**

Title of Report: Educational Technology

Board Meeting Date:

Action

Report

Information

Discussion

Submitted by: Irene Zytka

Executive Summary

Here in Somers, we are fortunate to have a variety of educational technology resources that helps to provide personalization in learning and supports educational equity. This helps to support teachers in structuring lessons which helps to engage students in learning. The enclosed report will highlight those tools along with the grade level, content and purpose of the educational technology used in the district.

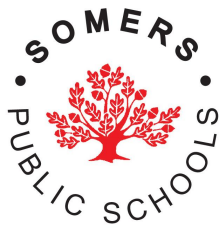
Report

Attached is the full spreadsheet depicting those tools that are used currently in the district. The spreadsheet is disaggregated into district-wide usage, secondary, elementary and specific grade usage as well. Educational technology is also a mapping category in Atlas and teachers have begun to include the specific tools they use when creating units of study. (See attached)

Somers Public Schools Educational Technology

| Name | Grade Usage | Content Areas | Purpose |
|--|-------------|----------------------------|--|
| District Usage | | | |
| Discovery Education Inc. | K-12 | Various | Digital Textbooks – Science MBA, Digital Media Resource |
| IXL Learning | K-12 | Math and ELA | Diagnostic Analysis of skills and assignment of practice modules. |
| Google Drive and Google Slides | K-12 | Various | Various |
| YouTube | K-12 | Various | Supplemental video resources. |
| NewsELA | 2-12 | Various | Leveled reading articles. |
| High School Usage | | | |
| Brain HQ | 9-12 | Intervention | Executive Functioning Growth |
| Google Classroom | 9-12 | All | Various |
| Grammarly | 9-10 | College Prep | Aids in writing, specifically grammar connections. |
| Kahoot | 7-12 | Various | Formative assessments |
| MasterCam | 9-12 | Tech Ed | Used in the CAD classes to support manufacturing education. |
| NoodleTools | 7-12 | Various | Research organizer. |
| Odysseyware | 9-12 | Various | Credit Recovery |
| Quizlet | 9-12 | Various | Formative Assessments |
| Teoria.com | 7-12 | Music | Articles, references, Interactive exercises. |
| Turnitin | 9-12 | Library Media | Writing, prevents plagiarism. |
| Vernier Graphical Analysis | 11-12 | Physics/Integrated Science | Used to connect laptops and LabQuests and for graphing PhET. Used for online simulations and labs. |
| Middle School and Elementary Usage | | | |
| Raz Kids (Learning A-Z) Reading A-Z, Vocabulary | K-8 | Reading, Vocabulary | Guided and Independent practice. |
| Showbie | K-8 | Various | Creates assignments and stores grades for teachers. |

| Middle School Usage | | | |
|----------------------------------|-----|-------------------|---|
| Aleks | 6-8 | Math Intervention | Skills attainment, progress monitoring |
| Modlink | 6-8 | Tech Ed | Programing robotics. |
| MusicTeacher.com | 6-8 | Music | Practice music skills. |
| Scratch | 6-8 | Tech Ed | Creates online projects using block-like interface. |
| Screencastify | 7 | Lang. Arts | Screen reorder for videos, presentations. |
| Tinkercard | 6-8 | Tech Ed | 3-D CAD design tool. |
| WeVideo | 7 | Lang. Arts | Online video editing. |
| Wonderopolis | 7 | Lang. Arts | Writing |
| Quizlet | 7 | Lang. Arts | Creates study tools. |
| Elementary School Usage | | | |
| BrainPOP | K-5 | Various | Animated movies with quizzes and related materials. |
| Doodlebuddy | 1 | Art | Used to help with visualizing. |
| Flocabulary | 4 | Various | Turns content vocabulary into rap; provides assessments and independent practice. |
| Kids Blog | 3-5 | Various | Controlled blogging by teacher for student writing. |
| Mystery Science | K-5 | Science | Lessons to supplement science curriculum. |
| SeeSaw | 1 | All subject areas | Used to communicate student work with parents. |
| Starfall | K-5 | Math and ELA | Uses games and stories to reinforce ELA and math skills. |
| Super Teachers Worksheets | K-5 | Various | Teacher resources for additional lessons in various subject |
| Vocabulary Spelling City | K-5 | ELA | Vocabulary instruction. |



**Board of Education
Administrative Report**

Title of Report: SAT and AP Results

Board Meeting Date: October 15, 2018

Action Report Information Discussion

Submitted by: Gary Cotzin

Executive Summary

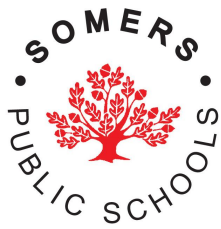
SAT's are still a major tool used by colleges and universities to help decide student acceptance. Over the past few years the PSAT/SAT has changed to more reflect the current trends in education. PSAT's are used to see how we are progressing towards assisting students achieve their potential. The Advanced Placement test is important for rigor at the high school level thus allowing students to achieve college credit for their efforts. These credits can save students monetarily and allows them to take more advanced courses in their freshman year.

Report

SAT

I have included information on both the PSAT (attached) and SAT (below). The data suggests that we continue to perform well when compared to the state and the US/International scores. The College Board estimates that, year over year, students increase their scores by an average of 20-30 points in each English and math. We have met or exceeded those averages (attached: Growth Over Time). We continue to stress academics in all departments with teacher goals sharply aligned with problem solving strategies which proves to benefit any assessment given to our students.

| SAT | Spring 2018 ELA | Spring 2018 Math | Total |
|------------------|------------------------|-------------------------|--------------|
| Somers | 523 | 518 | 1041 |
| State | 514 | 502 | 1016 |
| US/International | 487 | 483 | 970 |
| | | | |
| | | | |



Board of Education Administrative Report

AP

I have included a 5-Year report which shows that our students taking the AP exam has increased and the number of exams taken has increased as well. However, our scores tend to fluctuate year to year. Although we have criteria in place for students wishing to take an AP course, we do allow any student to waive into the course providing that both student and parent understand the work required within the subject area. We also require that all students take the AP exam. Both of the aforementioned will skew some comparative data with state and US averages. The latest testing illustrates that our students did well in English, Math, and Art. In the sciences, Biology and Chemistry scores were below expectations. US History scores were also lower than we had expected, although 2016 and 2017 scores were on target. We will continue to increase the skill sets for our instructors and incorporate more rigor into the feeder courses.

| Discipline | Average Score |
|---------------|---------------|
| AP English | 3.75 |
| AP Art | 4.25 |
| AP Statistics | 3.36 |
| AP Calculus | 3.55 |
| AP Biology | 2.93 |
| AP Chemistry | 1.75 |
| AP History | 2.55 |

(See attached summary for complete scores)

| | A | B | C | D | E | F | G |
|----|-------------------------|---------------------------------|---------------------------------|------------------------|-------------------------|--------------------------|--------------------|
| 1 | | | | | | | |
| 2 | PSAT | | | | | | |
| 3 | Somers | Fall 2017 ELA | Fall 2017 Math | Total | | | |
| 4 | 11th (PSAT) | 508 | 488 | 996 | | | |
| 5 | 10th (PSAT) | 496 | 476 | 971 | | | |
| 6 | 9th (PSAT 8/9) | 456 | 446 | 902 | | | |
| 7 | | | | | | | |
| 8 | State | | | | | | |
| 9 | 11th (PSAT) | 499 | 483 | 980 | | | |
| 10 | 10th (PSAT) | 468 | 454 | 922 | | | |
| 11 | 9th (PSAT 8/9) | 435 | 422 | 857 | | | |
| 12 | | | | | | | |
| 13 | US/International | | | | | | |
| 14 | 11th (PSAT) | 512 | 502 | 1014 | | | |
| 15 | 10th (PSAT) | 471 | 462 | 933 | | | |
| 16 | 9th (PSAT 8/9) | 432 | 427 | 859 | | | |
| 17 | | | | | | | |
| 18 | Growth Over Time | | | | | | |
| 19 | | English (Fall 2016) PSAT | English (Fall 2017) PSAT | Spring 2018 SAT | Math (Fall 2016) | Math (Fall 2017) | Spring 2018 |
| 20 | 11th | 480 | 508 | 523 | 458 | 488 | 518 |
| 21 | 10th | 468 | 496 | N/A | 441 | 476 | N/A |

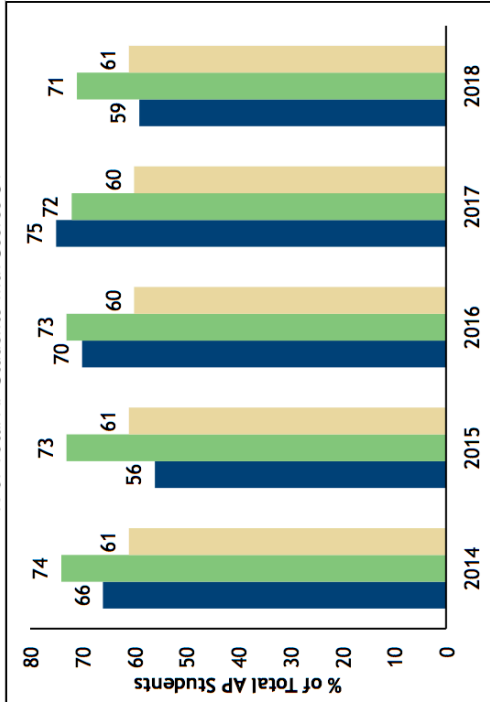
AP® Five-Year School Score Summary (2018)

This report shows five years of data at the school, state and global levels. On the first page, a graph illustrates the year-over-year change in the percentage of AP students with scores of 3 or higher, next to a table that provides the overall total exams, total unique students and both the number and percentage of AP students with one or more scores of 3 or higher. On subsequent pages, the report provides subject-specific summary data by year: total exams, total exams by score and mean score.

Data Updated Jun 26, 2018, Report Run Oct 7, 2018

Somers High School (070683)

% of Total AP Students with Scores 3+



| | 2014 | 2015 | 2016 | 2017 | 2018 |
|---------------------------------------|-----------|-----------|-----------|-----------|-----------|
| Total AP Students | 50 | 70 | 63 | 73 | 83 |
| Number of Exams | 66 | 88 | 87 | 108 | 127 |
| AP Students with Scores 3+ | 33 | 39 | 44 | 55 | 49 |
| % of Total AP Students with Scores 3+ | 66.0 | 55.7 | 69.8 | 75.3 | 59.0 |
| Connecticut | | | | | |
| Total AP Students | 32,202 | 33,885 | 34,533 | 35,935 | 37,332 |
| Number of Exams | 59,358 | 62,886 | 64,881 | 67,734 | 70,467 |
| AP Students with Scores 3+ | 23,944 | 24,642 | 25,074 | 25,928 | 26,546 |
| % of Total AP Students with Scores 3+ | 74.4 | 72.7 | 72.6 | 72.2 | 71.1 |
| Global | | | | | |
| Total AP Students | 2,352,026 | 2,497,164 | 2,625,319 | 2,762,293 | 2,831,824 |
| Number of Exams | 4,199,454 | 4,516,044 | 4,741,566 | 5,006,273 | 5,143,470 |
| AP Students with Scores 3+ | 1,442,136 | 1,515,264 | 1,583,115 | 1,666,078 | 1,736,579 |
| % of Total AP Students with Scores 3+ | 61.3 | 60.7 | 60.3 | 60.3 | 61.3 |

AP® Current Year Score Summary (2018)

This report lists the total numbers of each score (1 to 5) for each AP subject and the total number of unique students

Somers High School (070683)

Total AP Students in Your School: 83

| School Totals for this View | 5 | 4 | 3 | 2 | 1 | Total Exams |
|------------------------------------|----|----|----|----|----|-------------|
| Number of Exams | 11 | 24 | 41 | 36 | 15 | 127 |
| Percentage of Total Exams | 9 | 19 | 32 | 28 | 12 | 100 |
| Number of AP Students | 7 | 20 | 33 | 35 | 15 | |
| Subject Totals | 5 | 4 | 3 | 2 | 1 | Total Exams |
| Studio Art: 3-D Design Portfolio | | 1 | | | | 1 |
| Studio Art: Drawing Portfolio | 1 | 1 | | | | 2 |
| English Literature and Composition | 5 | 9 | 9 | 1 | | 24 |
| United States History | | 4 | 14 | 15 | 8 | 41 |
| Calculus AB | 2 | 3 | 5 | 1 | | 11 |
| Statistics | 2 | 3 | 7 | 2 | | 14 |
| Biology | 1 | 3 | 4 | 6 | | 14 |
| Chemistry | | | 2 | 11 | 7 | 20 |

